



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Adjunct Faculty for Business, Criminal Justice and History

Department: Academic Affairs

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks at beginning of academic session

Location: Main Campus in North Little Rock

Salary Expectations: TBD

Work Schedule: Evenings and Saturdays

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

Shorter College seeks applications for Adjunct Faculty positions that will be available on the main campus for the Fall semester. These classes will be offered evenings and Saturdays.

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Deliver performance-based, learning-centered instruction in accordance with the mission, vision, and philosophy of Shorter College.
- Use technology to enhance teaching and learning, as well as other aspects of work.
- Communicate regularly and provide consistent feedback to students about successful course completion.
- Maintain accurate attendance, student success, and scholastic records of students and submit required reports according to published deadlines.

EDUCATION and/or EXPERIENCE: Successful teaching experience in a post-secondary setting preferred. A minimum of a Master's Degree in the subject area or a master's degree in a related area with 18 graduate hours in the discipline is required for the following areas:

Business

Criminal Justice

History

LANGUAGE SKILLS: Ability to communicate effectively orally and in writing. Computer literacy including email, and LMS systems to communicate and develop teaching materials and enter grades electronically. Demonstrate familiarity with the use of appropriate learning concepts.

REASONING ABILITY: Ability to work effectively with individuals from diverse educational and socio-economic backgrounds.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Driver's License

WORK ENVIRONMENT: Work is performed in a classroom setting on a college campus. Flexible/Adaptable to constant change.

REQUIRED TESTING: Alcohol and Drug Test; Background Check

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214