

Job Description

Job Title: Adjunct Instructor

Department: Academic Affairs

Job Category/ FLSA Status: Faculty/Exempt

Accountability: Academic Dean in matters of academics, program administration, as well as scheduling and to the department chair in matters of curriculum and teaching, etc.

Authority: NA

Position Description:

The faculty position is responsible for teaching, mentoring and counseling students enrolled in the assigned courses. Additionally, the position requires a strong knowledge of the College's unique student makeup, viz., adult, multi-ethnic students, requires additional skills in adult, cross-cultural education.

Major/Essential Functions:

- Teaching specifically assigned courses.
- Administration of courses including but not limited to student communication, syllabus management and grade reporting.
- Adheres to College of Biblical Studies(CBS) faculty policies and procedures in the Faculty Handbook.

Duties/Responsibilities:

- Prepares for and teaches classes.
- Teach 0-16 credit hours each week. This requires approximately 0-16 hours in the classroom each week (the number of hours varies from semester to semester based on the number of classes assigned and normally 2 hours of preparation per classroom hour per week. Online instruction requires comparable course management and student interactions.
- Reviews/refines a course syllabus to include instructor-specific contact information and course policies.
- Modifies an existing course syllabus as necessary to realize revised course and weekly outcomes, following department chair guidance.
- Develops a course syllabus for a new course, following CBS syllabus template and course standards and submits for approval as appropriate to meet semester due dates.
- Provides relevant and timely feedback on submitted student work, including participation.
- Compiles and reports grade-related information to students and administration.
- Maintains student attendance in the Student Information System(SIS) as required.
- Informs and discusses student issues with CBS GPS staff members as applicable. Performs related duties as required.

Qualifications:

Required:

- Master's degree from an accredited institution of higher education with 18 graduate hours in assigned course subject or the equivalent.
- Flexible, cooperative attitude necessary to teach and support student learning outcomes for a diverse student population that includes adult and traditional, and multi-ethnic students.
- Inspires, respect, trust and motivates others to perform well.
- Exhibits confidence in self and others and effectively influences God centered actions and opinions of others.
- Be a committed Christian and in good standing with a local church
- Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation

Preferred:

- Master's degree from an accredited institution of higher education with 18 graduate hours in assigned course subject or the equivalent, and two years of teaching experience.
- Bilingual in English and Spanish (speak, read, and write)

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Excellent biblical, theological and leadership skills.
- Classroom facilitation and management skills necessary to provide modularized, accelerated education and compressed lecture delivery.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the college.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to learn various software and systems as required for instruction support and student information management.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Satisfactory student evaluations and annual performance evaluation.
- Prepare annual, quarter and monthly reports for internal and external constituents.
- Develop and manage annual operating budgets to achieve both financial and operational goals and objectives.
- Additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

Mobility/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact, telephone.
- Employee may be required to lift and/or move up to 10 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Typical teaching/classroom environment.
- Required to provide instruction and student support evenings and weekends

Security Sensitive:

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, gender, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.