



## *Adrian College*

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<b>Position Title:</b>	<b>Adjunct Instructor for Communications Arts and Sciences</b>
<b>Education:</b>	Master's Degree required in Communication Arts and Sciences or a related field
<b>Teaching Load:</b>	Part-time; up to 8 credit hours during the Spring 2017 Semester
<b>Reporting Relationship:</b>	This position reports to the Chair of the Department and the Assistant Dean of Academic Affairs

### **Responsibilities:**

This position involves frequent verbal, written and email correspondence with students and department faculty members.

The successful candidate will:

- Create course syllabi and develop instructional materials as needed
- Instruct undergraduate courses in a variety of topics including, but not limited to, survey of mass communication, communication ethics, group communication, interpersonal communication, organizational communication, mass media criticism, media law, persuasion and argumentation and debate
- Administer exams and assign work outside the classroom
- Report mid-term and final exam grades within College-specified timelines
- Maintain regular availability to support students

### **Minimum requirements:**

- Master's Degree in Communication Arts and Sciences or a related field;
- Proficiency in Microsoft Office
- Demonstrated ability to foster positive interactions with diverse populations;
- Must be able to perform duties within the normal bounds of a classroom environment.

### **Desired Qualifications:**

- Experience teaching at the college level

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

**Interested individuals should submit a CV, unofficial transcripts and contact information for three references to Melissa Freshcorn, (mfreshcorn@adrian.edu).**