

# ***DRURY UNIVERSITY JOB DESCRIPTION***

**JOB TITLE:** Adjunct (Per Course) Instructor, English, Farmington, AR campus

**DATE:** June 8, 2021

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

## **JOB FUNCTION:**

The Adjunct Instructor position at Drury University is contract-based. Contracts are one semester in duration and are not a guarantee of future contract offerings. This position requires an individual who is committed to quality instruction in the specified discipline. In addition to teaching duties, the individual must comply with requests from various University offices (i.e., Registrar, Advising, CCPS Administrative Staff, and Office of Academic Affairs).

**Credential, content, and delivery requirements:** A master's degree or PhD in English or a master's degree in another field with at least 18 graduate credit hours in English is required.

## **ESSENTIAL FUNCTIONS:**

As an Adjunct Instructor at Drury University, the individual must perform the duties outlined in the Adjunct Instructor Handbook. These duties include:

- Provide high quality instruction and content appropriate to the class and learning outcomes. Motivate and inspire students to engage in course content and achieve at the highest academic level possible.
- Respond to student requests for information or assistance within 24 hours of receipt of the request (M-F).
- Provide students with timely and constructive feedback on course assignments.
- Use the University syllabus template to craft a well-developed syllabus and submit by due date prior to the start of session.
- Adhere to departmental requirements for learning outcomes, text/course materials, and assessment protocols.
- Hold class as scheduled.
- Maintain grade records in the LMS.
- Comply with all reporting requests in a timely manner (attendance, mid-term grades, and final grades).
- Other duties as assigned.

## **MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Graduate degree, knowledge and experience related to the specified discipline; or an equivalent combination of education and experience.
- Commitment to service, assisting students, faculty, and staff by enhancing the learning environment.
- Ability to read and interpret documents, concentrate, and attention to detail are necessary in order to accurately interpret information on degree requirements and university policies.
- Ability to set goals, to prioritize and organize tasks and workload in order to complete assignments in a timely manner.
- Ability to use a broad knowledge of information about the university and its organizational characteristics, purpose, philosophies; and to represent the university in a way that is congruent with the mission statement.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students, faculty, or staff of the university.
- Ability to effectively communicate both verbally and in writing, information to schedule facilities and set-up, coordinate activities, and so forth.
- Ability to establish rapport with a variety of people in a professional and positive manner.
- Ability to keep all matters regarding students confidential.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work effectively with people, specifically a diverse student population, and the over-all campus community.
- Ability to influence campus activities and events in the direction of increased awareness of diversity, multi-cultural, health, and gender issues.

## **PHYSICAL REQUIREMENTS:**

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 of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

APPROVED BY HR 11-6-19