**CISCO COLLEGE**

*Job Posting*

# Adjunct Economics Instructor

**Date Posted:** 4/6/2022
**End Date:** Until Filled

Cisco College is accepting resume packages for the position of Adjunct Economics Instructor. This is an online and face-to-face position. Minimum requirements for the position are a Master's degree in Economics or a Master's degree with 18 graduate hours in Economics. College-level teaching experience is preferred. Please scroll down for the full job description.

Salary: $568 per credit hour

Resume packages are received via email or USPS, but email is preferred.

Please submit a complete resume package, which includes a *completed and signed* Cover page, Cisco College Application (located on the Employment Page of our website at www.cisco.edu), Curriculum Vitae (CV) or resume, Philosophy of Education, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.*

Complete resume packages may be submitted to:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

**Cisco College is an Equal Opportunity Employer**

**Job Title:**   Adjunct Economics Instructor
**Reports to:** Division Chair
**Updated:**   4-6-2022

<u>Job Summary</u>

The primary responsibility of this individual is to provide quality instruction for Cisco College both online and face-to-face. Online adjuncts will deliver content using the Learning Management System (LMS) Canvas.

All faculty members at Cisco College are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed. Additionally, faculty are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the college mission and to cooperate and work harmoniously with college personnel and the public. All Cisco College employees are expected to follow college policies, rules, regulations, and guidelines that relate to the specific position.

<u>Primary Duties</u>

1. Provide quality-learning experiences for students and maintain the integrity of course standards and objectives.
2. Follow Cisco College's guidelines for course syllabi and state clear learning objectives and assessment criteria. Assess student learning and provide consistent feedback to students for improvement.
3. Support the overall college mission and submit all required paper work to appropriate areas in a timely and efficient manner.
4. Online adjuncts publish courses at the start of the term and remain engaged (participating in discussions or other activities) throughout the term.
5. Hold virtual office hours and be available to meet with students as needed.
6. Actively seek to stay current in the instructional discipline and in teaching and learning theory by participating in professional development. Follow through by making adjustments in delivery of courses to provide quality-learning opportunities for students.
7. Complete designated elements of the Faculty Evaluation Plan including such as student evaluations of courses and instruction
8. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the Cisco College community to facilitate the learning process.
9. Communicate clearly and effectively using the college network system, including email, word processing, and the Campus Connect / FAS Module.
10. Represent Cisco College in a professional manner to all constituencies and the general public.

<u>Minimum Qualifications</u>

1. Credentials appropriate to the specific Academic Transfer, Developmental or Career and Technical Education position.
2. Effective verbal and written communication skills.
3. Minimum of one year of successful online teaching at the college level.

4. Access to reliable, High Speed Internet access and a computer with at least 1GB of RAM and a 2GBz processor.
5. Comfortable with technology and adaptable to changing needs for online instruction.

## **Preferred Additional Qualifications**

1. Two or more years of successful online teaching at the college level.
2. Experience using Canvas.
3. Active participation in relevant professional activities and organizations related to field and online teaching.