



*Job Posting*

**Online Adjunct Instructor**

**Date Posted:** 05/06/2021

**Posting End Date:** Ongoing

Cisco College receives resume packages to maintain a pool of qualified, part-time instructors. *Possible* part-time teaching opportunities *may exist* in future semesters for the following online academic disciplines:

Art	Government	Philosophy
Economics	History	Psychology
English	Management	Sciences
French	Mathematics	Sociology
Geography	Music Appreciation	Speech

The positions require a Master's Degree and a minimum of 18 graduate hours in the discipline to be instructed.

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**Salary:** \$550 per credit hour

Please submit a complete resume package, which includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at [www.cisco.edu](http://www.cisco.edu)), Curriculum Vitae (CV) or resume, Philosophy of Education (particularly in the online environment), 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  
Fax: 254-442-5100  
[humanresources@cisco.edu](mailto:humanresources@cisco.edu)

**Cisco College is an Equal Opportunity Employer**

# CISCO COLLEGE

## Faculty Job Description

**Job Title:** Online Adjunct Instructor

**Reports to:** Division Chair

**Updated:** 5-6-2021

### **Job Summary**

The primary responsibility of this individual is to provide quality instruction for Cisco College. 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.

### **Primary Duties**

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.

### **Minimum Qualifications**

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.