



*Job Posting*

**Adjunct Welding Instructor**

**Date Posted:** February 26, 2020  
**End Date:** Until Filled

Cisco College is currently accepting applications for the position of part-time instructor in the Career & Technology Welding Program. Applicants should have a combination of technical preparation from an accredited college or university, and work experience. This position requires applicants to have at least 3 years work-related experience in the welding industry. The applicant may be asked to teach courses at both our main campus in Cisco as well as our Abilene Educational Center. Applications will be accepted until the positions are filled.

(Please scroll down to review the complete job description for the position.) The position will be based at Cisco College in Cisco. The position will be posted until filled. Resume packages are received via email, fax, and USPS, but *email is preferred*.

***Please note:*** A complete resume package must include a cover letter, completed Cisco College Application (located on the "Jobs" page of our website at [www.cisco.edu](http://www.cisco.edu)), resume or Curriculum Vitae, Teaching Philosophy and unofficial copy of transcript, to include any certifications or licensures. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

**Inquiries and application should be submitted to:**

**Shelli Garrett**  
**Director of Human Resources**  
**Cisco College**  
**101 College Heights**  
**Cisco, Texas 76437**  
**Office: 254-442-5121**  
**Fax: 254-442-5100**  
[shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu)

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# CISCO COLLEGE

## FACULTY JOB DESCRIPTION (ADJUNCT)

**Job Title:** Adjunct Instructor  
**Reports to:** Division Chair  
**Last Reviewed:** 2/20/2020

### Job Summary

The primary responsibility of this individual is to provide quality instruction to Cisco College. Responsibilities include teaching a variety of courses. Teaching courses through various mediums, teaching at various locations and teaching a varied schedule of day and evening courses are also possibilities.

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. Meet class punctually and keep class throughout the scheduled time as appropriate to provide quality learning experiences.
2. Follow the 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. Be available to meet with students as needed.
5. 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.
6. Complete designated elements of the Faculty Evaluation Plan including such as student evaluations of courses and instruction
7. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
8. Communicate clearly and effectively using the college network system, including email, word processing, and the Campus Connect / FAS Module.
9. Represent the 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.

**Preferred Additional Qualifications**

1. Teaching experience at the college level.
2. Active participation in relevant professional activities and organizations.