



**Job Posting: Online Adjunct Instructor (Texas Residents Only)**

Positions are potentially available in the following disciplines and courses: Accounting, Art, BCIS 1305, Biology, Drama, Economics, English, Government, History, Humanities, Kinesiology/Physical Education, Mathematics, Music, Philosophy, Psychology, and Sociology.

**Date Posted:** 10/10/2025

**Posting End Date:** ongoing

**Projected Start Date:** ongoing

**Cisco College Mission & Purpose:** The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve. Cisco College maintains an open-door admissions policy and provides an array of educational programs offered at two primary locations, Cisco and Abilene, in addition to many off-campus sites. Cisco strives for an institutional culture of innovation, collaboration, faculty and staff empowerment and recognition, and an openness to change that underscores our commitment to a shared mission and vision.

**Cisco College Core Values:** Cisco College facilitates student success by ensuring open-door access to diverse educational opportunities, embracing innovation and best practices, and providing effective student support. Cisco College insists on excellence in our programs, instruction, services, management, and learning environment.

**Cisco College Guiding Principles:** Learning, Respect, Integrity, Communication, Cooperation, Joy, and Innovation.

**Online Adjunct Instructor Expectations:** Adjunct instructors are expected to fulfill assigned duties efficiently, effectively, and competently while striving for continuous improvement and excellence. They are to exhibit dedication to student learning and success; commitment to the community college mission; collegiality and professionalism; and adherence to College policies and procedures.

**Online Adjunct Instructor's Team:** Online adjunct instructors serve in a variety of academic disciplines and are part of a collaborative instructional community focused on student learning and academic success. They work with adjuncts, faculty, staff, and administration to ensure alignment with course objectives, support effective instruction, and assist in course

development and planning. Online adjuncts report to the appropriate Division Chair based on their teaching assignment.

**Online Adjunct Instructor Responsibilities:**

- Develop online courses that align with program-level learning outcomes and course objectives, incorporating engaging content and strategies to support academic success.
- Adhere to all applicable Division policies, including rigor, course content, assessment, and technology requirements.
- Take an active role in assigned courses by initiating content-related communication, guiding discussions, providing individualized feedback, and offering direct instruction or clarification.
- Use the LMS (Canvas) and related college-approved instructional technologies to organize course materials, communicate with students, evaluate their work, and use assessment data to improve instruction.
- Respond promptly and supportively to student questions, providing guidance that encourages persistence, removes learning barriers, and promotes course completion.
- Complete administrative tasks such as participating in required onboarding and training, submitting syllabi and final grades, assessment of student learning, employee evaluations, and responding to college communications in a timely manner.
- Engages in ongoing professional growth by staying current in content and online teaching practices, and setting goals to continuously improve course design, delivery, and student learning.
- Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
- Perform other related duties as assigned by the Division Chair and College Administration.

**Essential Qualifications and Experience Required for the Online Adjunct Instructor position:**

- Master's degree with at least 18 graduate credit hours in the specific discipline the applicant intends to teach
- Effective verbal and written communication skills
- Demonstrated college-level teaching experience, preferably in online or hybrid formats
- Enthusiasm for teaching and student success

- Ongoing participation in professional development or membership in relevant academic/professional organizations

**Posting and Application Details:**

The position requires Texas residency. Part-time adjunct instructor positions are compensated at \$39.75/contact hour (\$1,908 per 3 SCH course)

**Resume packages must include all the following in one PDF:**

Cover letter

Cisco College application

Resume or Curriculum Vita

Teaching or Leadership Philosophy

Unofficial college transcripts

**Resume packages should be submitted to:**

Director of Human Resources

Cisco College

101 College Heights

Cisco, Texas 76437

254-442-5121

[humanresources@cisco.edu](mailto:humanresources@cisco.edu)

**Cisco College is an Equal Opportunity Employer**