



Job Posting

Online Adjunct Business Computer Applications Instructor

Date Posted: July 29, 2021

Posting End Date: Until Filled

Cisco College is accepting resume packages for the position of Online Adjunct BCIS Instructor. Minimum requirements for the position are a Master's degree with 18 graduate hours in business, business computer applications, computer science or other related field. Please scroll below for associated Job Description.

Salary: \$550 per credit hour.

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/signed Cisco College Application (available on the Employment page of our website under Apply Now), CV or resume, Philosophy of Education, and unofficial copies of transcripts. (Official transcripts will be required upon hiring.) Please ensure all required documents are included with your submission for this position. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 79437
Office: 254-442-5121
Fax: 254-442-5100
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employer

Cisco College

Job Description

Job Title: Online Adjunct BCIS/Business Instructor
Reports to: Division Chair
Last Updated: April 2020

Job Summary

The primary responsibility of this individual is to provide quality instruction to Cisco College students. This individual's responsibilities will include teaching a BCIS courses but may also include other business classes.

Adjunct 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, adjunct 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. Adjunct instructors 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. Be flexible working with the demands of the program, such as time, location, day or evening classes, etc.
3. Utilize a variety of technology to facilitate learning, access data, maintain reports, and communicate.
4. Follow the Teaching and Learning Council's guidelines for course syllabi and state clear learning objectives and assessment criteria. Assess student learning and provide consistent feedback to students for improvement, and *maintain accurate and complete course records*.
5. Assist in student advising and registration, 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 and make necessary adjustments in delivery of courses to provide quality learning opportunities for students.
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 e-mail, 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. Master's Degree and a minimum of 18 graduate hours in discipline.
2. Demonstrated ability to work with persons from diverse backgrounds.
3. Excellent verbal and written communication skills.

Preferred Additional Qualifications

1. Teaching experience at the college level.
2. Active participation in relevant professional activities and organizations as required of an adjunct instructor.
3. Knowledge of Canvas.