



Position Title: Adjunct, Finance
Reports To: Division Chair, Division of Business & Economic Development
Department: Division of Business & Economic Development
Classification: Adjunct

POSITION OVERVIEW

Provide competent classroom in the area of credentialed expertise. The instructor will adhere to the general and adjunct faculty guidelines as specified by the LeMoyne-Owen College Personnel Handbook and the Provost Vice President of Academic Affairs.

DUTIES AND RESPONSIBILITIES

- Provide competent classroom instruction in the area of credentialed expertise.
- Utilize a variety of instructional strategies in order to engage students.
- Teach at the specified time and place, and in the specified format.
- Evaluate the progress of students in all classes according to institutional, divisional, and individual criteria.
- Assist in the development of discipline-specific student learning outcome objectives.
- Assess student learning using multiple assessment strategies.
- Collect, maintain, and submit accurate class records including grades, attendance rosters, absences, withdrawal, and/or class drop information to appropriate offices by the specified deadlines.
- Prepare or assist in the preparation of materials used in academic administration when requested, including course syllabi.
- Be prompt and punctual in reporting on work.
- Inform the responsible Division Chair of any problems or concerns with classroom equipment or facilities.
- Perform all duties with professionalism.

MINIMUM JOB REQUIREMENTS

- A minimum of a Master's degree with at least 18 graduate semester hours in the discipline from an accredited institution.

KNOWLEDGE, SKILLS, & ABILITIES

- Excellent communication skills

- Excellent knowledge of the subject that the incumbent will teach
- Ability to work effectively with college faculty members
- Ability to work effectively with different constituencies
- Understanding of the goals and practices of active, experiential community-based education
- Ability to use electronic resources in developing course materials, reports, and tracking students

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms, to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line.

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations and No Phone Calls Please