

# Job Details

## Description

**TITLE:** Adjunct Professor of English at Christ Fellowship Southeastern University

**CLASSIFICATION:** Part-Time Faculty (contract based)

**REPORTS TO:** Chair of the Department of Humanities

**Position Summary:** Adjunct Instructors assist in Southeastern University's academic mission by teaching undergraduate courses at Christ Fellowship Southeastern University in Palm Beach Gardens, FL. Adjunct assignments are offered on an irregular basis, and are subject to change in response to the University's academic needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Teach College Composition and/or Professional Communication which meets two times a week over the course of an eight week session
- Provide timely assessment of student work, including posting final grades within one week of course end
- Provide encouraging, individualized, and constructive feedback to students
- Modify course calendar adjusting online elements to face-to-face elements
- Ensure accuracy of the course syllabus, modules, and gradebook in light of the updated face-to-face format
- Prepare weekly lectures and activities

### **ESSENTIAL QUALIFICATIONS:**

Earned MA in English

Excellent oral and written language skills

Outstanding Christian character

Positive recommendations from previous employers

Ability to work effectively with diverse populations

## Education

### **Required**

Masters or better in English.

### **Preferred**

Doctorate or better in English.