



# **BENNETT COLLEGE**

## **Job Posting**

**Title:** Adjunct, Multiple Disciplines

**Date of Posting:** 04/05/2021

**Closing Date:** Until Filled

**Department:** Various Departments

**Reports To:** Department Chairs

### **GENERAL SUMMARY:**

Bennett College is soliciting applicants for adjunct pools in the following disciplines: Biology, Chemistry, Physics, Political Science, English, Mathematics, Philosophy, Psychology, Curriculum and Instruction, Social Work, Music, Journalism and Media Studies, and Business/Accounting. Applicants who are chosen for adjunct pools will join a strong faculty at one of only two Black Women's College in the United States. Successful candidates should possess demonstrated experience in online/hybrid course delivery, pedagogical techniques for the discipline, knowledge of instructional technology. Good time management and record-keeping skills, the ability to communicate effectively both orally and in writing, and to work independently and collaboratively are essential. The candidate will also need to demonstrate the use of effective practices for engaging students with diverse learning needs and backgrounds.

### **ESSENTIAL JOB FUNCTIONS:**

- Teach face-to-face, hybrid and/or online. Must provide a certificate of technology training in electronic delivery (Hybrid/Online Delivery) of courses and or willing to participate in training.
- Teach day, evening, or weekend courses

- Maintain required grade books, evidence of final exams, and other departmental required documentation
- Assume responsibility for laboratory/classroom preparation, including maintenance and cleanup, and recommend, as necessary, appropriate laboratory supplies and equipment
- Respond to student questions and issues related to the course and give timely feedback to students on course assessments
- Perform all other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to demonstrate current, accurate, and comprehensive knowledge of topics covered in the curriculum (knowledge of subject matter)
- Ability to demonstrate skills relevant to the subject area(s)
- Ability to use appropriate literature and current resources in the subject areas
- Ability to demonstrate an ability to make topics and activities meaningful and relevant to the student
- Ability to effectively use various instructional strategies (active learning, online discussions, rubrics, and aligning assessments with course outcomes)
- Ability to incorporate technology in instructional practices
- Excellent oral and written communication skills necessary for effective teaching
- Ability to use modern instructional technology (Microsoft Office, learning management systems, e-mail, Internet, student information databases, library research databases) and experience with Internet-based instruction
- Ability to demonstrate competence in the use of acceptable grading/ranking/scoring practices in recording and reporting student achievement
- Ability to articulate clear learning goals and instructional procedures

- Ability to establish and maintain effective, civil, and respectful communication and interpersonal relations throughout the college and the community
- Ability to work well with colleagues across departments
- Demonstrated commitment to working effectively with faculty, staff, and students from diverse ethnic, cultural, and socioeconomic background
- Experience in teaching in a hybrid/online setting

### **EDUCATION AND EXPERIENCE:**

#### Required:

- Master's degree in discipline area
- Minimum of two (2) years teaching experience in discipline

#### Preferred:

- Ph. D. in discipline area
- Five (5) years of experience teaching at college/higher education level

### **HOW TO APPLY:**

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - click on "Quick Links" at the top of the home page
  - click on "Employment Opportunities"
  - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- official transcripts from every college and university attended

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED  
NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.