

Job Classification: Seasonal Adjunct Instructor

Work Schedule: Based on Available Course Scheduling & Employment Terms

Compensation: \$625 per Credit Hour Instruction per semester

Reporting Relationship: Dean of Advanced Technology/CAO

Primary Accountabilities:

Adjunct Faculty provide course instruction in a manner that ensures student comprehension, retention of knowledge, and positive effective student engagement. In collaboration with other Manhattan Area Technical College ("MATC") faculty and instructional staff, to ensure this position demonstrates an understanding of course content in its specified discipline, adopts appropriate instructional methods, and possesses pedagogical insight that includes robust instruction and communication practices. Teaching assignments may vary depending on the specific qualifications and expertise of the individual.

Major Duties:

- Demonstrate a thorough and accurate knowledge of the field or discipline and displays an ability to interpret and evaluate theories.
- Connect subject matter with related fields and remain current in subject matter.
- Provides students with a complete syllabus containing course outcomes and competencies.
- Adhere to current approved departmental course outlines.
- Plan and organize instruction in ways that maximize student learning.
- Employ appropriate teaching and learning strategies, including appropriate technology when available.
- Teach ethical work practices & skills relevant to the course.
- Present enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus.
- Modify, where appropriate, instructional methods and strategies to meet diverse student needs.
- Encourage the development of communication skills and higher order thinking skills through appropriate assignments; promotes the development and effective use of skills in areas such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making.
- Communicate subject matter to students within a positive learning and teaching atmosphere.
- Possess an effective knowledge and understanding of MATC policies and maintains student discipline within policies and procedures.
- Effectively use technology tools including, but not limited to, MATC Online, e-mail, MS Office, Internet.
- Develops evaluation methods which fairly measure student progress toward objectives.
- Evaluate and utilize student work to promote maximum learning.
- Provide the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects.
- Maintain accurate and up-to-date records of student academic performance and progress.
- Ensure courses being taught meet current standards, MATC policy, and line schedule requirements and occur in accordance with these.

- Prepare, distribute, and submit syllabi based on current approved department course outlines for all assigned sections in accordance with college policies.
- Maintain confidentiality of student information.
- Exercise stewardship of MATC facilities and materials, maintaining a clean and orderly classroom environment.
- Assist in curriculum development and textbook review/selection as needed.
- Maintain accurate grades, attendance, and other required paperwork.
- Attend meetings and events as necessary by MATC administration.
- Responds in a timely fashion to information requests and required reports from college and program administrators (e.g. last date of attendance report, rosters, grades, assessment data, all state/vocational reporting requests).
- Collaborate with other adjunct and full-time colleagues.
- Submit requests for program-necessary supplies to full-time program faculty.
- Allow students to complete surveys when requested in a timely manner.
- Participate in lesson plan review and documentation.
- Perform other duties as assigned.

Qualifications:

- Master's degree with at least eighteen (18) graduate credit hours of discipline-specific course work is preferred.
- Two (2) years of post-secondary teaching experience preferred.
- Strong computer and word processing skills.
- Experience in working with a Learning Management System (Canvas) preferred.
- Strong interpersonal skills & professional, positive attitude.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Ability to interact effectively and professionally with students, staff, and faculty.
- Practiced dedication to a student-centered approach.
- Demonstrated integrity, tact, and professionalism to consistently handle sensitive and confidential information and situations in accordance with applicable law and campus policies.

Physical Demands:

- Ability to sit or stand for extended periods of time.
- Ability to read screens and print material, and communicate effectively via email, in-person, and phone.
- Ability to lift and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

- 1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.**
- 2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements.**
- 3. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.**
- 4. All ‘offers of employment’ are subject to criminal background check prior to employment.**