

POSITION DESCRIPTION
FULL-TIME ENGLISH FACULTY MEMBER

DEPARTMENT: Academic Services

SALARY RANGE: \$40,000-\$45,000

FUNCTION: To provide quality instruction and academic advisement to all students enrolled at Clinton College. Full-Time Professors/instructors are to motivate each student to participate in all class activities so that he or she may achieve their maximum potential.

REPORTS TO: Division Chair for Liberal Studies

MAJOR DUTIES/RESPONSIBILITIES:

- Keeps accurate records of all student grades, attendance and other required reports.
- Demonstrate fair and impartial evaluations for all students enrolled in course(s).
- Prepares and maintains all final grade reports for students.
- Meets scheduled classes.
- Prepares a syllabus for each class annually.
- Distributes syllabus to students on the first day of class.
- Participates in the Faculty Council.
- Mentors and advises students.
- Participates in academic committees.
- Carries out special assignments that are requested by Academic Dean.
- Identifies and provides any special needs or accommodations required by students.

MINIMUM EDUCATION REQUIRED:

- A master's degree from an accredited institution required or 18 credit hours in graduate courses related to the subject matter if the master's is not in the subject matter taught.
- Demonstrated expertise in the teaching field through evidence such as national or international awards, publications in professional journals, competitive grants, certifications, licenses, or other outstanding professional recognition.
- Doctoral degree from accredited institution is preferred.

MINIMUM QUALIFICATIONS/SKILLS:

- Strong interpersonal skills with students.
- Ability to work as a team member and supervise others.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

- **The position is on-site.**

Application Instructions:

Applications should include a resume, transcripts, and teaching philosophy must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. **Official transcripts will be required if hired.** The subject line of the email should read "English Full Time Faculty." The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.