



Office of Human Resources

PART-TIME, INFORMATION SYSTEMS

DEPARTMENT: Academics

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 to their maximum potential.

REPORTS TO: Vice President for Academic Affairs

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
- 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