

**POSITION DESCRIPTION**  
**PART-TIME FACULTY POOL, SPANISH**

**DEPARTMENT:** Academics

**FUNCTION:** To provide quality instruction and academic advisement to all students enrolled at Clinton College. 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 Services

**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 the Division Chair.
- 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
- Experience with Learning Management systems preferable Canvas, Blackboard or Brightspace

**PAY:**

- a. Traditional 15-week courses
  - \$2,000 for masters
  - \$2400 for doctorate
- b. Clinton Global 7.5-week courses (certificate, associate, and bachelor's)
  - \$1500 for masters
  - \$1700 for doctorate

### **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.

### **Application Instructions:**

**Applications should include a resume, transcripts, and teaching philosophy must be sent**, preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). **Official transcripts will be required if hired.** The subject line of the email should read "Adjunct Professor-Spanish." 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.*