



**JOB TITLE:** Engineering Graphics Adjunct Instructor

**REPORTS TO:** Division Coordinator and Academic Dean

**DEPARTMENT:** Mathematics and Science      **START DATE:** Immediately

**CLASSIFICATION:** Adjunct - Online or Face-to-Face

**General Function:** Instruct introductory courses in engineering graphics with an emphasis in CAD and provide mentorship, and leadership to students.

**Duties and Responsibilities:**

- Instruction including hands on and theory, classroom management, and administrative tasks that will include reports, syllabus and lesson plan development.
- Prepare and/or maintain current course syllabi for courses taught.
- Ensure that course is taught in accordance with the established syllabi.
- Recommend for approval adequate instructional materials for course.
- Provide mentorship to students.
- Follow Andrew College policies and procedures.

**Minimum Requirements:**

A minimum of a Master's degree in Engineering, Engineering Technology or in a closely related field from an accredited institution is required, doctorate preferred. Significant relevant work experience, college level teaching experience, and online teaching experience are a plus. Other qualifications may include: A PE license. Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

**Working Conditions:**

Classroom, office, or online environment. Minimum 25 pounds lifting.

**Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s), statement of teaching philosophy & three references with telephone numbers to: <https://www.andrewcollege.edu/employment-opportunities/>  
Jennifer Mitchell, Director of Human Resources [hr@andrewcollege.edu](mailto:hr@andrewcollege.edu)**

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