



**JOB TITLE:** Adjunct Professor of English

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

**DEPARTMENT:** Humanities

**START DATE:** May 25, 2022

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

**General Function:** Teach introductory courses in English Composition I, in Miller County, Georgia, for an 8-week summer session teaching twice a week for 2.5 hours each session.

**Duties and Responsibilities:**

- Provide instruction including classroom management, and administrative tasks that will include reports, syllabus and lesson plan development.
- Maintain a Canvas shell for the class; enter attendance
- Prepare and/or maintain current course syllabi for courses taught.
- Ensure that course is taught in accordance with the established syllabi and grading systems.
- Recommend for approval adequate instructional materials for course.
- Mentor students.
- Follow Andrew College *Faculty Handbook* and *Policies and Procedures Handbook*.

**Minimum Requirements:**

A minimum of a Master's degree in English, English Education or equivalent from an accredited institution is required, doctorate preferred. Significant relevant work experience, college level teaching experience, and online teaching experience are a plus. 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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*Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.*