BRUNSWICK
COMMUNITY COLLEGE

Job Description

Job Title: Adjunct College Transfer Success Instructor
Reports to: Department Chair of College Transitions
FSLA: Exempt
Date: October 2019

The incumbent in this position is expected to support the College in achieving its missions and goals. Student focus, college service, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION:
Under limited supervision, performs administrative, record keeping, educational, and technical work in instructing students in the classroom setting. Work involves preparing and delivering lectures within the appropriate department; maintaining appropriate accreditations for all programs; preparing, administering, and grading periodic tests for all courses; maintaining records of student attendance as required by the Community College System. Maintain documents as needed for enrollment of students. Prepare and submit necessary documentation for continued accreditation. Offer assistance to students outside of class time.

ESSENTIAL DUTIES:
Teach ACA (College Transfer Success) courses, which includes instructing first year college students on successful academic preparation, skills and progress; prepare, administer and grade periodic tests and assignments; maintain record of student attendance as required by BCC.

MINIMUM REQUIREMENTS:
- Master's degree in any field
- 2+ years teaching experience in an education setting
- Excellent oral and written communication skills
- Strong interpersonal skills with students
- Comfort and familiarity with current technology

PREFERRED REQUIREMENTS
- Teaching experience at the Community College level
- Experience with outcome and program assessment
- Ability to use Microsoft office, Office 365, Moodle and Outlook
- Experience teaching online

OTHER RELEVANT KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge and support of College policies and procedures
- Must have the ability and vocabulary required to communicate with all levels of staff, faculty, students, and the public in the performance of the job

Salary range is determined by the candidate's education and experience related to higher education. The position will remain open until filled and subject to budget availability. Work hours are Monday through Friday, 8:00 AM to 5:00 PM with evenings and weekends as needed. A completed and signed Brunswick Community College application, transcripts, a letter stating your qualifications related to the position requirements, skills and abilities and résumé are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all