



Job Title: Adjunct, Spanish
Reports To: Division Chair, Fine Arts and Humanities
Department: Division of Fine Arts and Humanities
Classification: Adjunct Position

POSITION OVERVIEW

The Spanish adjunct is a contractual appointment and is responsible for teaching a section or sections of Elementary Spanish and/or Intermediate Spanish courses.

DUTIES AND RESPONSIBILITIES

- Teach a section or sections of Elementary Spanish and/or Intermediate Spanish courses
- Comply with all requirements related to teaching and assessment at LeMoyne-Owen College
- Provide updated and well-developed syllabus and course outline
- Timely submission of overall and daily attendance
- Timely submission of midterm and final grades
- Timely submission of student work for assessment
- Adequate follow up with students regarding their progress throughout the semester

MINIMUM QUALIFICATIONS

- Master's degree in Spanish from a regionally accredited institution

KNOWLEDGE, SKILLS & ABILITIES

- Excellent communication skills
- Excellent knowledge of the subject that the incumbent will teach
- Ability to work effectively with college faculty members
- Ability to work effectively with different constituencies
- Understanding of the goals and practices of active, experiential community-based education
- Ability to use electronic resources in developing course materials, reports, and tracking students

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is normally performed in a typical interior/office environment, which requires business professional attire. While performing the above job duties, the employee may be required to sit or stand for long periods of time. The employee, frequently, is required to walk, stand, reach and lift (20) pounds. The employee is required to travel within the area.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line.

- Cover Letter
- Resume
- Unofficial Transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Phone Calls Please