



**Position Title:** Instructor/Assistant Professor in English (Rhetoric and Composition)  
**Reports To:** Chair/Department Head, Division of Fine Arts and Humanities  
**Department:** Division of Fine Arts and Humanities  
**Classification:** Full-time, Non-Tenure/Tenure track, 9-months, Benefits Eligible

## **POSITION OVERVIEW**

The faculty member in English will teach 12 hours of College Writing Prep, English Communications and/or survey courses in literature each semester. Will also participate in general activities of the college including academic advising, participation in college-related activities, and special projects related to the divisional and college goals.

## **DUTIES AND RESPONSIBILITIES**

- Teach English courses
- Provide academic advising to students when applicable
- Participate in the general academic/professional activities of the college
- Serve actively on assigned standing committee and on an additional committee
- Participate in all divisional, major area, and faculty meetings
- Provide academically/professionally related community service
- Help to place students in appropriate internships and other community based learning experiences when applicable
- Assist in monitoring student performance in their academic and professional progress

## **MINIMUM QUALIFICATIONS**

- Master of Arts/Doctorate degree in English with a specialization in rhetoric and composition
- Expertise in publishing and production preferred

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent communication skills,
- Excellent knowledge of subject that the incumbent will teach
- Ability to work effectively with colleague 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**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto: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 offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

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 Solicitations or Phone Calls Please**