**CLARK ATLANTA UNIVERSITY**  
*Job Description*

<table>
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<tr>
<th>Position Title:</th>
<th>Visiting Assistant Professor, Department of English</th>
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<tr>
<td>Department:</td>
<td>Department of English and Foreign Languages</td>
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<td>Reports To:</td>
<td>Chairperson, Department of English and Foreign Languages</td>
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**The Visiting Assistant Professor of English will:**

- Develop course syllabi and plan course instruction to ensure content and learning objectives meet department goals.
- Utilize a variety of teaching and active learning strategies to accommodate the diverse learning styles of students to ensure high-impact learning.
- Design, administer, and grade examinations to assess achievement of course objectives as identified in course syllabi.
- Schedule office hours to provide academic support and tutorial services to students as necessary.
- Complete all end-of-term responsibilities, including submission of final grades and other reports as required.
- Advise all undergraduate students in the Department of English
- Teach various undergraduate courses, a graduate course, and other courses as assigned, to include Junior Seminar, Senior Seminar, and African American Literature.

**Duties and Responsibilities:**

- Serve as Undergraduate Program Coordinator
- Advise undergraduate English majors
- Teach 18 credit hours of instruction in English per academic year, which includes a course release for serving as Undergraduate Program Coordinator.
- Attend faculty development workshops, faculty meetings, participate in the governance of the department, School of Arts & Sciences, and university-wide levels, via committees, etc.
- Maintain office hours
- Perform other duties within scope of this position as assigned by the Department Chairperson.

**Knowledge, Skills and Abilities**

- Effective oral and written communication skills;
- Organizational and time management skills including the ability to prioritize and meet deadlines;
- Ability to work effectively and collegially with students, administrators, faculty, staff, parents, and alumni;
- Proficiency in information technology including MS Office, BANNER, and CANVAS;
- Experience with teaching English on the college level
**Education**

**QUALIFICATIONS:** A minimum of a Ph.D. degree in English. The candidate must have prior experience teaching English at the collegiate level, possess strong oral and written communication skills, and be able to teach upper-level and graduate course work. Demonstrated knowledge of instructional technology and knowledge of assessment practices a plus. Must possess the ability to teach effectively using a variety of methods, relate to diverse students, and facilitate student learning. Doctorate required

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<tr>
<th>Years of Experience in</th>
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<tr>
<td>• Effective teaching, research, creative and/or academic scholarship, service to students and</td>
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<td>• Evidence of innovation in teaching and learning</td>
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