



**CLARK ATLANTA UNIVERSITY**  
**DEPARTMENT OF MATHEMATICAL SCIENCES**

Position Title:	Adjunct Faculty
Department:	Mathematical Sciences
Reports To:	Dr. Lakeshia Legette Jones

*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

***General Description:***

Clark Atlanta University is accepting applications for Adjunct Instructors in the Department of Mathematical Sciences. Adjunct Instructors function on a part-time basis and report directly to the Department Chair. These positions are on an as needed basis and require additional time outside of class to provide written feedback to students and to meet individually with students throughout the semester. Instructors are expected to provide a quality education to all students and will teach primarily undergraduate and/or entry level mathematics courses.

***Duties and Responsibilities:***

- Teach up to 4 mathematics courses offered morning, afternoon, and evening as dictated by student demand and departmental needs.
- Maintain office hours for students.
- Adhere to the course syllabus and course materials (homework, quizzes, exams, final) prepared by the Department of Mathematical Sciences for all adjunct courses.
- Plan and create lectures, in-class discussions, and assignments.
- Assess grades for students based on participation, performance in class, assignments, and examinations.
- Adhere to university requests, requirements, and deadlines.

***Knowledge, Skills and Abilities:***

- Must become knowledgeable of the university's online academic systems (Panther Portal and MyCAU) and the university's academic policies and procedures (attendance, grading, code of conduct, etc.).
- Demonstrate excellent communication skills, interpersonal skills, analytical thinking and problem-solving skills.
- Must be flexible, adaptable, and pay attention to detail.
- Demonstrate ability to follow written and oral instructions.
- Works well with internal/external staff and offices.
- Possess ability to use technology in instruction and moderate understanding of current mathematical software and websites.

***Minimum Hiring Standards:***

<b>Education</b>	A master's degree in mathematics is required. A Ph.D. in mathematics or a related field is preferred
<b>Years of Experience</b>	2 years of university teaching preferred
<b>Years of Management/Supervisor Experience</b>	NA

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*