



## CLARK ATLANTA UNIVERSITY

### Job Description

<b>Position Title:</b>	Adjunct Instructor
<b>Department:</b>	The Department of Counselor Education
<b>Reports To:</b>	Department Chair

*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 Function (Description):**

**Adjunct faculty** members function on a part-time basis. This position is temporary and may vary per semester. The primary function is to provide a quality education to all students. They may teach one or two courses per semester. The relationship of the adjunct faculty member to the student is one of leader, teacher, mentor and facilitator of learning. Adjuncts must become familiarized with the CACREP 2016 standards and participate in timely grading of assignments and providing quality feedback to students. Holding virtual office hours at least one day of the week is needed as is responding to student email(s) within 24 hours. Adjunct faculty is expected to manage classes and the learning environment, support learning through student engagement, and demonstrate a strong counseling identity.

Applications must be submitted to [jobs@cau.edu](mailto:jobs@cau.edu) and include a cover letter (2 page limit), teaching philosophy, CAU Job application (<http://www.cau.edu/employment-opportunities/index.html>), curriculum vitae, and three letters of recommendation. Review of applications will begin July 1, 2019.

#### **Examples of Duties and Responsibilities:**

1. Teach specified course(s) according to the course syllabus.
2. Attend non-core faculty meetings.
3. Input students' midi-term/final grades and initial attendance.
4. Maintain weekly student attendance logs.
5. Complete students' dispositions per benchmark courses.

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

1. Demonstrate competency/experience in teaching specified course(s).
2. Must have or be eligible to be a Licensed Professional Counselor (LPC) in Georgia within one year of hire.
3. Must hold the NBCC certification.
4. Certification by the Georgia Professional Standards Commission is preferred.
5. Documentation of professional memberships, i.e. Georgia School Counselor Association, American Counselor Association, and/or American School Counselor Association.
6. Demonstrate fairness and equity to all students.
7. Familiarity with Microsoft Office, Microsoft Excel, Ellucian Banner and LMS Canvas.

#### **Minimum Hiring Standards:**

<b>Education</b>	PhD from a CACREP accredited school preferred. Terminal degree in counseling required.
<b>Years of Experience</b>	2 or more preferred
<b>Years of Management/Supervisor Experience</b>	2 or more preferred

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