



**JOB TITLE:** Adjunct Faculty  
**DEPARTMENT:** Digital Comm, Art & Design  
**SUPERVISOR:** DCAD Program Director  
**FLSA STATUS:** (determined by HR)

## **MAJOR PURPOSE**

This is a non-tenure track, adjunct faculty position teaching in the Digital Communication, Art & Design Program. This position is responsible for teaching and mentoring undergraduate students as well as other administrative duties. Adjunct faculty is required to be on campus for classroom instruction hours and, if necessary, available for occasional meetings with students or staff.

The pay range for this position is generally: \$818 - \$1,467 per unit. Individual pay is determined by a number of factors including job-related skills, experience, relevant education or training and location.

## **ESSENTIAL FUNCTIONS**

- Authentically and actively supports the mission, vision, and values of the School of Humanities & the Arts and Jessup University
- Teach classes in the fields of communication, art and design with the ability to integrate faith and learning
- Plan all coursework and related experiences with a focus on student success and the achievement of established learning outcomes
- Assess student progress and adjust instructional strategies, resources and assignment to engage and provide for student success
- Participate in scholarship, latest developments and best practices in the field
- Demonstrate ability to form successful relations with students, instructors, other departments and professional associations

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATIONS**

- Candidate should have a relevant PhD, relevant MA or MS Degree, or relevant BA Degree
- Previous teaching experience, preferably at the college level
- Job-related skills and professional experience will also be taken into consideration in hiring decisions.

### **SKILLS/ABILITIES**

- Excellent collaboration and communication skills
- Ability and willingness to work effectively with a diverse student population.
- Self-motivated and able to work with others with minimal supervision

- Interpersonal communication skills to interact with students, faculty, vendors, other University departments and the general public

### **WORKING ENVIRONMENT**

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

### **WORKING CONDITIONS**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

### **PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

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Employee Signature

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Date