INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

I.  POSITION TITLE: Adjunct Instructor

II. DISCIPLINE: ASC Computer Lab

III. LOCATION: Campus as Assigned

IV. SUPERVISOR: Anthony Iacono, Ph.D., Associate Dean of Developmental Education

V. VICE PRESIDENT: Henri Sue Bynum, Ph.D., Vice President of Academic Affairs

VI. CLASSIFICATION: Part Time Faculty  
CLASS: N/A

VII. SUPERVISORY: No  
FUNDING: I

VIII. FLSA STATUS: Exempt

A. QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include a Bachelor's degree from an accredited institution and computer experience. The requirements for this position include, but are not limited to: knowledge of various computer programs; i.e., Windows 95, Windows 3.1, Microsoft Office 97, Internet research, and use of CD-ROMS; ability to work with others in a professional and cooperative manner. All instructors must meet the appropriate credentialing requirements for the Southern Association of Colleges and Schools (SACS).

B. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include providing computer assistance to students.

C. SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to: maintaining records; being vigilant for computer viruses on student diskettes; being familiar with CAI software; knowing word processing software; previewing software and making recommendations to Department Chair; typing handouts, quizzes, tests, and other materials for the computer lab as well as for ASC tutorial staff; assisting students with disabilities in using special equipment and software programs on stand-alone computers; and maintaining a safe and effective classroom environment; participating in department, division, and general adjunct faculty meetings; and completing other duties and responsibilities as assigned.
D. ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit and stand for extended periods of time and to present oral lectures/demonstrations, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. Some lifting of computer and electronic equipment may be required. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

_________________________________  ___________________________________
Applicant/Employee Printed Name    Applicant/Employee Signature    Date