INTEGRANT STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

POSITION TITLE: Adjunct Instructor

DISCIPLINE: Biomedical Equipment Technology

LOCATION: Main Campus, Fort Pierce

SUPERVISOR: José Farinos, Dean of Advanced Technology

VICE PRESIDENT: Alan Roberts, Ed.D., Vice President of Applied Science & Technology

CLASSIFICATION: Part Time Faculty

SUPERVISORY: No

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- An Associate’s degree in Electronics or Biomedical Equipment Technology;
- A Bachelor’s degree or higher is desirable;
- Recent experience in the medical equipment field is a must and any additional electronics experience is a plus;
- Any teaching or training experience is desirable but not required;
- All instructors must meet the appropriate credentialing requirements for the Southern Association for Colleges and Schools (SACS).

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Instructing, preparing, and grading courses in Electronics Engineering Technology and related disciplines.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Instructing, preparing, and grading courses in the electronics program;
2. Assigning final grades;
3. Maintaining the laboratories in a clean, neat, organized and healthful condition conducive to learning;
4. Maintaining a safe and effective classroom environment;
5. Creating promotional materials and assisting in the recruitment of new students;
6. Performing other duties and responsibilities as assigned.
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