INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

POSITION TITLE: Adjunct Instructor

DISCIPLINE: Computer Science

LOCATION: Campus as Assigned

SUPERVISOR: José Farinos, Dean of Advanced Technology

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

CLASSIFICATION: Part Time Faculty

CLASS: N/A

SUPERVISORY: No

FUNDING: I

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- Masters Degree with 18 graduate hours in computer science.
- All instructors must meet the appropriate credentialing requirements for the Southern Association of Colleges and Schools (SACS).

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

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

- Teaching college credit courses;
- Grading all class coursework;
- Assigning final grades.

SPECIFIC DUTIES AND RESPONSIBILITIES:

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

1. Teaching transferable computer classes that cover the Windows operating system, basic computer concepts, Microsoft Office applications, and usage of the Internet.
2. All adjunct faculty members are also required to participate in department, division, and general adjunct faculty meetings;
3. Completing 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.