INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

POSITION TITLE: Adjunct Instructor

DISCIPLINE: Electrical Engineering Technology

LOCATION: Main Campus – Fort Pierce

SUPERVISOR: José Farinos, Dean of Advanced Technology

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

CLASSIFICATION: Part Time Faculty

SUPERVISORY: No

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- A Bachelors degree in Electrical Engineering with industry experience in power generation, transmission or utilization;
- A Masters degree is preferred;
- Teaching experience in electrical generators, transformers, motors, circuit protection, instrumentation and control is desirable;
- 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:

- Preparing, instructing and grading all class coursework;
- Assigning final grades;
- Maintaining regularly scheduled office hours to meet with students.

SPECIFIC DUTIES AND RESPONSIBILITIES:

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

1. Instructing assigned classes; grading all quizzes, tests, and written assignments;
2. Assigning final grades and delivering grades and grade justification sheets;
3. Maintaining regularly scheduled office hours to meet with students;
4. Maintaining a safe and effective classroom environment;
5. Maintaining the laboratories in a clean, neat, organized and healthful condition conducive to learning; Creating promotional materials, assisting in the recruitment of new students;
6. Participating in department, division, and general adjunct faculty meetings; and completing other duties and responsibilities as assigned.
ESSENTIAL PHYSICAL SKILLS
This position requires an ability to sit, stand for extended periods of time, walk, bend, lift, reach up, stoop, carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, 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