INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

I. POSITION TITLE: Adjunct Instructor

II. DISCIPLINE: Graphic Design and Digital Media

III. LOCATION: Main Campus – Fort Pierce

IV. SUPERVISOR: José Farinos, Dean of Advanced Technology

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

VI. CLASSIFICATION: Part Time Faculty

VII. SUPERVISORY: No

VIII. FLSA STATUS: Exempt

A. QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

This position requires a Bachelor's degree in Graphic Design, Digital Media, or related field. A Master's degree is preferred. Teaching and at least three years of documented industry experience in Graphic Design, Video Production, or Web Publishing is preferred. Candidates need to demonstrate expertise in the use of Adobe products for Graphic Design, Web Design, and non-linear video editing (Premiere, Avid, and or others). Knowledge of Macromedia software such as Director or Flash is desirable. 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, but are not limited to: teaching college credit courses; grading all class coursework; assigning final grades; assisting with program development, recruiting and implementing department objectives, participating in college committees, assisting with student organizations, supporting professional advisory committees, and assuming, as required by scheduled courses, day or evening teaching assignments on any of the four-county college campuses, and maintaining regularly scheduled office hours to meet with students.

C. SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific responsibilities for this position include, but are not limited to: teaching Photoshop, Illustrator, QuarkXpress, Adobe Premiere, Avid, Web design and animation, and video and sound editing software related to this industry. Given the evolving nature of this field, candidates will be required to continue adopting new versions of software as they appear in the market, and developing new courses for the changing curriculum in the Graphics and Digital Medial programs. Candidates are expected to stay current in emerging technologies related to the field, and be actively involved in recruitment, retention, completion, and placement of students. The specific duties and responsibilities for this position also include: instructing assigned classes; grading all quizzes, tests, and written
assignments; assigning final grades and delivering grades and grade justification sheets; maintaining regularly scheduled office hours to meet with students; maintaining a safe and effective classroom environment; maintaining the laboratories in a clean, neat, organized and healthful condition conducive to learning; creating promotional materials; assisting in the recruitment of new students; 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, 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