INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

POSITION TITLE: Adjunct Instructor

DISCIPLINE: MS Office Suite Trainer

LOCATION: Various

SUPERVISOR: Jan Pagano, Associate Dean of Corporate & Community Training Institute

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

CLASSIFICATION: Part Time Faculty

CLASS: N/A

SUPERVISORY: No

FUNDING: Varies

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements include:

- The ability to teach the full MS Office Suite – Word, Excel, PowerPoint, Access and Outlook to beginners, intermediate and advanced users;
- The ability to recognize and respond to the individual differences of students from a culturally diverse student population;
- A willingness to make students active partners in the teaching and or learning process.
- A Bachelors degree from an accredited institution or five years work experience in discipline relating to teaching assignment is preferred.
- 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 the full MS Office Suite at workshops on campus locations and various businesses.

SPECIFIC DUTIES AND RESPONSIBILITIES:

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

1. Effective classroom performance, assuming day or night teaching on/off campus;
2. Meeting classes on time and being properly prepared;
3. Addressing the varying learning styles of students in order to facilitate learning;
4. Demonstrating professional behavior at all times, always maintaining high ethical and moral standards;
5. Responsible for proper student conduct and behavior in the classroom and, at all other times, when professionally involved with students;
6. Consistently displaying professional behavior toward all students, colleagues, supervisors, and the College community at large;
7. Responsible for such other tasks as may be assigned by supervisors.
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 ___________________________