INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

POSITION TITLE: Adjunct Instructor

DISCIPLINE: Nutrition

LOCATION: Main Campus – Fort Pierce

SUPERVISOR: Jane Cebelak, Associate Dean, Health Science

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:

- Masters degree in Human Nutrition/ Dietetics, or a Masters degree with 18 graduate semester hours in Nutrition;
- Minimum of two (2) years proven work experience in the field of nutrition;
- Mastery of popular software programs;
- Proven knowledge of contemporary healthcare practices;
- Excellent communications skills -- both oral and written;
- Teaching experience with diverse populations and recent Health Care Industry experience are preferred.
- 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 of this position include, but are not limited to:

- Instructing effectively assigned courses in Human Nutrition.
- Organizing and providing educational experiences leading to student success,
- Promoting the Nutrition profession.

SPECIFIC DUTIES AND RESPONSIBILITIES:
The specific duties and responsibilities for this position may include, but are not limited to:

1. Prepare course materials, class lectures, tests and or quizzes.
2. Evaluate student progress through examinations and observations of performance
3. Actively support student success through individual counseling and advising.
4. Support student professional development through appropriate organizations.
5. Teach online as well as traditional classes.
6. Participate in department, division and college adjunct faculty meetings.
7. Maintain an active program of professional development related to individual, professional, institutional needs.
8. Perform other duties 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. IRS C 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