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# Example of Adjunct Faculty Job Description

Our growing company is searching for experienced candidates for the position of adjunct faculty. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for adjunct faculty

* Inform students regularly of their academic progress
* Respond promptly to all student emails and phone calls
* Comply with all grade reporting deadlines
* Teach Associate level courses in English, Organizational Communication, Art History, Public Speaking and English
* Attendance at programmatic/professional developmental meetings
* Collaborate with Camino academic coach to ensure student are advised and instructed regarding programs of study and effective study skills
* Observe and evaluate student performance in meeting course level objectives and student learning outcomes through assignments, projects, discussions, and examinations
* Material must be presented in accordance with syllabus
* Attention to detail in the recording of grades and attendance
* Consistent follow-up in monitoring student progress

## Qualifications for adjunct faculty

* Associates Degree in Dental Hygiene
* Eligibility for licensure in the state of Kansas
* Local Anesthesia and Nitrous Oxide Certification in the state of Kansas
* Three (3) years clinical practice
* Enrolled in a Bachelor Completion Program with a course in methodology concepts
* Desire to mentor/teach clinical skills to dental hygiene students