Downloaded from <https://www.velvetjobs.com/job-descriptions/adjunct-instructor>

# Example of Adjunct Instructor Job Description

Our growing company is searching for experienced candidates for the position of adjunct instructor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for adjunct instructor

* Requirements will vary depending on the program
* Deliver seated and/or online lessons to EOC students
* Enter grades, attendance into BANNER
* Engage in the classroom, reply to emails/voicemails, and hold on campus/online office hours
* Deliver test/certifications following all procedures
* Developing a syllabus and assessing student performance against learning outcomes
* Providing students with appropriate materials and expertise in the assigned subjects
* Contributing to and maintaining an inclusive and collaborative learning environment
* Ensuring that students receive prompt and productive feedback concerning their work
* Attending adjunct faculty meetings in the fall and spring semesters

## Qualifications for adjunct instructor

* Masters level or higher in Biology or a closely related discipline
* Master’s degree in Biology required with graduate-level coursework in one of the above subject areas
* Professional experience in the scientific/ medical field outside of higher education preferred
* Teaching experience in a diverse, career college environment preferred
* MBA, with Marketing concentration or Master’s in Marketing
* Relevant experience in Restaurant Operations and Management