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# Example of Adjunct Lecturer Job Description

Our company is growing rapidly and is looking for an adjunct lecturer. 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 lecturer

* Active involvement in recruitment of majors and minors in Religious Studies
* Participate in Instructor Orientation (late April)
* Participate in hour long weekly instructional staff meetings (day and time TBD by coordinator)
* Participate in Student Welcome (June 10)
* Work with instructors, tutors and peer advisors to facilitate student projects related to the annual New Start Summer Program Academic Conference (5 hours during conference week)
* Serve on a program-wide standing New Start Summer Program Committee (New Start News or Academic Conference)
* Support and attend additional New Start program-wide activities when possible
* Participate in the Awards Ceremony (July 20 – 2 hours after final class)
* Sole instructor for in-person undergraduate summer pre-session course, MGMT 471 (Strategic Management)
* Holding office hours, grading, and other course related duties

## Qualifications for adjunct lecturer

* A master’s degree in a discipline related to entrepreneurship or general business
* A PhD in a discipline related to entrepreneurship or general business
* A master’s degree in a discipline related to entrepreneurship, management, business communications, general business, marketing or a related discipline
* A PhD in a discipline related to entrepreneurship, general business or a related discipline
* PhD in a natural sciences field (e.g., geosciences, environmental sciences, hydrology, ecology, atmospheric sciences, etc)
* Previous experience teaching similar global change course content in general education classes, and background/ experience in collaborative learning pedagogical theory and practice