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

# Example of Instructor Adjunct Job Description

Our company is looking for an instructor adjunct. 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 instructor adjunct

* Deliver the School’s TI-HR curriculum to help facilitate and advance students’ skills and knowledge development
* Prepares and delivers lectures to graduate students
* Supervises and grades students’ work
* Prepares course materials such as syllabi, homework assignments, tests, handouts
* Collaborates with colleagues to address teaching issues
* Duties and responsibilities include three hours of lecture per week
* Instructor must be accessible by students in office hours that may meet on campus or via phone/Skype for 3 hours per week
* Establishing class schedules and office hours
* Submitting book requests, syllabi, grades, and evaluations
* Supervising administration interns in the field settings, conduct, supervise research and field based developmental activities in Educational Leadership

## Qualifications for instructor adjunct

* Applicants may be subject to criminal background check and degree verification
* Adjunct faculty are hired on an as needed basis for a semester appointment only
* This position is posted on a continuous recruit basis
* Relevant restaurant operations management experience
* Active Unencumbered Alabama Registered nurse license, earned graduate degree in nursing
* Must have 3 years of work experience as a RN