



Job Title: Adjunct Instructor for English

Classification: Part-Time (Contract based)

Direct Report to: SEU at Chapelhill Academic Director

MUST DO (“If all else fails, this is what you are being evaluated by.”)

Facilitate a conducive learning environment of college-level students in and out of the classroom through the upkeep of weekly lessons and assignments, as provided by Southeastern University.

POSITION SUMMARY

Adjunct Instructors assist in Southeastern University's academic mission by teaching undergraduate courses in a face-to-face and/or online learning environment. Adjunct assignments are offered on an irregular basis, contracted term by term, in accordance with SEU at Chapelhill's Regional Campus' academic needs and availability. Adjunct instructors must interact with students weekly to include timely engagement to students' classroom participation, emails, as well as timely grading of student's assignments. Current departments, programs, and course information can be found in the SEU Unrestricted Education Catalog.

RESPONSIBILITIES

- Teach assigned courses as contracted.
- Provide all necessary information and teach materials as outlined in the syllabus.
- Communicate regularly with the SEU at Chapelhill Academic Director regarding classroom needs and/or student-related concerns.
- Meet for all schedule class meetings for the assigned term.
- Be available to students before and after class for individual consultation.
- Abide by and uphold core values and mission of SEU at Chapelhill, Chapelhill Church, and Southeastern University.
- Model strong Christian character, integrity, growing relationship with Christ.
- Submit final grades within one week of the end of term.

QUALIFICATIONS

- Excellent oral and written language skills.
- Must have a master's degree, with at least 18 hours of completed graduate coursework in the discipline area of interest.
- Ability to integrate faith and learning.

- Sufficient availability for regular and substantive student interaction including timely assignment grading and email support.
- Familiarity with computer technology and has internet accessibility.

Preferred Qualifications

- Experience in lesson planning and teaching in face-to-face dynamic.
- Experience in teaching in an online/hybrid modality.