

Internal Position Announcement

Posted: August 29, 2017

Adjunct Liaison

North Central State College is accepting applications for Adjunct Liaison. The Adjunct Liaison reports to the Vice President for Academic and Student Services and will receive 4 hours of load during Fall and Spring semesters, and 2 hours of load during Summer semester.

Essential duties/responsibilities include but are not limited to the following:

Liaison to Adjunct Faculty

- Regularly communicate with adjunct faculty
- Chair Adjunct Advisory Committee and meet a minimum of one time per semester
- Assist in arranging and facilitating annual adjunct meeting including adjunct recognition before Fall semester begins
- Assist in arranging and facilitating New Adjunct Orientation to be held summer, fall and spring semesters
- Assist with matching new adjunct faculty with a mentor (either a full-time faculty member or an adjunct faculty member with at least five years' experience)
- Develop and maintain resource packets to provide further information for adjunct faculty beyond that presented at New Adjunct Orientation and for adjunct faculty unable to attend New Adjunct Orientation
- Assist in arranging training/professional development for adjunct faculty
- Serve as a sounding board for adjunct faculty
- Serve as the liaison between adjunct faculty and full-time faculty members and College administration including division deans/assistant deans
- Advocate for adjunct faculty
- Serve as an adjunct representative on College committees' (i.e. Faculty Caucus, President's Cabinet, etc.)
- Coordinate adjunct faculty of the year award/recognition
- Plan, develop, and maintain annual budget
- Perform other duties as assigned

Qualifications:

- Master's degree in appropriate discipline; Master's degree and 18 graduate hours in discipline; or Bachelor's degree, certification and willingness to complete Master's degree.
- Current Adjunct faculty member with a minimum of five years adjunct experience at North Central State College.
- Demonstrated leadership ability and commitment to North Central State College.
- Demonstrated provider of quality education which is exemplified via student evaluations and classroom observations.

Please express your interest in this position by submitting a letter of application and resume to:

Human Resources
F-6

You may also apply online at: www.ncstatecollege.edu. Click on *Info For* then *Job Seekers*

Resumes will be reviewed beginning September 12, 2017