Job Posting

JOB TITLE: Online and Satellite Campus Evening Adjunct Instructor – Mass Communication
DEPARTMENT: CEL - Mass Communication
REPORTS TO: Carol Cooper – Department Chair; Scott Cagnet – Director of Center for Extended Learning

POSITION SUMMARY: Rochester College is seeking adjunct instructors to teach in the Center for Extended Learning Mass Communication program at the Macomb University Center (Clinton Twp.), Mott Community College (Flint) or the Specs Howard School sites. The position requires intense 8-week semester classes that meet from 6-10 p.m. once a week. Classes include print journalism, public relations and general mass communication topics such as media and society, media law and media ethics. Duties include all responsibilities associated with being the course instructor (course preparation, lecturing, oversight of student academic work, assessment of student grades, and all other instructional duties as described in the faculty handbook).

Rochester College is a private, Christian institution. Successful candidates must support the Christian mission of the institution.

EDUCATION AND/OR EXPERIENCE REQUIRED:
• M.A. required; Ph.D. preferred with a record of professional accomplishments in journalism and/or public relations.
• A record of successful college teaching, especially in accelerated programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Use of provided syllabus template for each course
• Follow course guidelines and Rochester College institutional policies
• Provide learning activities and support that will lead to the achievement of the course learning objectives
• Provide access to students through electronic communication (email and Moodle) and other appropriate methods
• Maintain accurate records and grades
• Return graded work to students in a timely manner
• Submit required college reports and forms, particularly self-evaluation and course assessment
• Maintain professional relationships with students, colleagues and the community
• Attend professional development seminars located on Rochester College main campus as announced

REQUIRED SKILLS AND ABILITIES:
• The ability to use Moodle as the online delivery method for online classes
• The ability to support classroom courses using Moodle as a suplemental source
• Supportive of the respective missions of the Mass Communication Department and Rochester College

SEND RESUME or CURRICULUM VITAE TO:
Ginny May – Director of Human Resources
Rochester College
800 W. Avon Road
Rochester Hills, MI 48307
Fax: 248-218-2025
Phone: 248-218-2018
Email: gmay@rc.edu