Job Description

**JOB TITLE:** Part-time Assistant Professor of English

**DEPARTMENT:** English and Foreign Language

**REPORTS TO:** Zac Watson—Interim Department Chair; Catherine Parker—Dean of the School of Humanities

**POSITION SUMMARY:** Teach developmental and undergraduate composition courses; oversee development of composition curriculum.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**
- Master’s degree accepted; Doctorate preferred
- Minimum of two years college teaching
- Graduate training in composition and/or rhetoric

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- Teach four courses each academic year (usually two each fall and spring semester)
- Engage in department policy and program development; provide leadership in the development of composition curriculum.
- Mentor students through academic and extra-curricular activities
- Serve as an academic advisor to students
- Serve on at least one academic committee
- Hold regular office hours

**SUPERVISORY DUTIES:**
- Assist in the training and evaluation of adjunct instructors

**REQUIRED SKILLS AND ABILITIES:**
- Knowledge of developmental and undergraduate composition course content
- Ability to communicate clearly and effectively
- Ability to learn computer programs such as Pharos and Moodle
- Desire to engage with students, faculty, and staff
- Supportive of the College mission. Indicators of this support include a demonstrated personal faith in Jesus Christ and being active in a local church.

**SEND APPLICATION AND CURRICULUM VITAE TO:**
Ginny May, Director of Human Resources
Rochester College
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