



SWC
Sisseton Wahpeton College

TITLE: Adjunct English Instructor

REPORTS TO: Vice President of Academic Affairs

SALARY: DOE

STATUS: Non-Exempt

WORK SCHEDULE: The assignment may include day, evening, weekend, and/or off-campus hours.

SUPERVISES: None (may occasionally supervise work-study students, if any are assigned).

SUMMARY

We are looking for a well-organized, resourceful instructor to join our excellent facility. The Instructor's responsibilities include, but are not limited to, teaching a requisite number of classes, assisting with the development of course material supervising students, serving on committees, attending conferences, possibly adding in writing proposals for grants, delivering presentations, and handling other administrative duties.

Student Success

- Increase scholarship opportunities through philanthropic and corporate donations.
- Collaborate with faculty, staff, and administrators to identify opportunities to match with donors to advance students' academic agendas.

Responsibilities and Duties

- Developing curricula and delivering course material.
- Develops tests and visual aids
- Conducts training classes, and develops criteria for evaluating effectiveness of training activities.
- Keeps abreast of training & development research: learning theory, motivation theory, and new materials, methods, and techniques.
- Develops in-house programs and practices to identify developmental needs
- Prepare students for more responsible positions and increasing effectiveness in present assignments.
- Assisting with student recruitment and academic counseling sessions.
- Reviewing methods and teaching material and making

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- recommendations for improvement.
- Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
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- Interact with faculty, staff, students, and community members to advance the College and promote Dakota values.
 - Participates on College committees and in faculty/staff meetings.
 - May be required to assist with events.
 - Performs other duties as assigned.

Education

- Master's Degree in English required.
- Previous teaching experience preferred.

Qualifications

- Planning, organizational, and time management skills.
- Ability to work as a team player.
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.
- Proficient with office machinery.

Other

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Must have a positive attitude and approach situations with optimism, focusing on the good aspects and believing in a positive outcome, even when faced with challenges.
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest and unethical behavior.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- Displays high standards of ethical conduct. Must have a positive attitude. Exhibits honesty and integrity.

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