

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Adjunct Instructor **Department:** English

Supervision Received: Chair, Division of Language and Literature

Supervision Given: None

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Maintain active membership in a local evangelical Christian church.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

The OBU Division of Language & Literature seeks to hire one or more adjunct instructors to teach 3-9 credits per semester of English composition courses, as needed. The courses focus on exposition, argumentation, and the reading and interpretation of classical literature. A master's degree with eighteen hours in the teaching discipline is required; Doctorate preferred. All positions are security sensitive and will require a criminal background check. To be considered for the adjunct faculty pool, please go to www.okbu.edu/hr/jobs.html. Then scroll down to the bottom of the page and click on "**Faculty Application**" to apply for the Adjunct position you qualify for. Applicants must be committed to the essentials of the Christian faith and willing to integrate faith with academic instruction. Compensation varies based on education. Mileage reimbursement for candidates from outside the local area may be available. When you apply, please include a completed cover letter, curriculum vitae, personal statement of Christian faith, statement of teaching philosophy and transcripts.

Job Role and Responsibility:

- Teach 1-3 courses per semester in English composition as assigned
- Prepare and distribute syllabi according to university policy
- Organize and direct learning experiences with assigned classes as outlined in the course syllabus and objectives
- Meet classes as scheduled and required
- Keep accurate class records and submit reports and grades on time and as requested
- Be available during office hours
- Assist with departmental assessment of composition courses

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Knowledge and Skills:

- Able to conduct a college classroom so as to maximize the student learning experience.
- Demonstrate strong pedagogy with respect to curriculum and instruction.
- Able to communicate clearly and effectively with a variety of constituents.
- Able to assess student ability and adjust teaching as appropriate.
- Able to work effectively with college age students in classes of around 20 students.
- Possess and demonstrate strong interpersonal skills.
- Proficiency with office and educational technology, software (including various Microsoft tools), and classroom presentation technology.

Qualifications, Experience and Education:

- **Required:** 18 graduate hours in English or a related field; classroom teaching experience.
- **Preferred:** Master's or PhD in English or a related field; experience teaching undergraduates in an accredited four-year college or university.

Special Requirements:

- Must be a member of a local evangelical* Christian church.
- *Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.