

Online Instructor Job Description

DUTIES:

Reporting directly to the Chair of the Academic Department and to the Director of Online Instruction, the Online Instructor, will support Stillman College in the fulfillment of its mission, vision, and educational outcomes. The Online Instructor will focus on course development, facilitating student learning associated with approved course learning outcomes. Exhibiting professional leadership and support, the Online Instructor will serve as an educator, role model, mentor and facilitator, thus creating an educational environment which fosters innovation.

The ideal candidate for this position will (be):

- a content specialist in a specific academic discipline offered by the College.
- an experienced online instructor who is accessible to students via email, phone, and Canvas.
- available during peak times including nights and weekends (with a 24 hour response time Monday – Friday and 48 hour weekend response time).
- engage regularly in course discussions.
- prepare relevant, insightful, and engaging instructional materials that support learning.
- engage and communicate with students to encourage their course participation and learning while maintaining mutual respect and professionalism.
- establish and maintain weekly virtual office hours for student questions and support.
- assess student performance on course assignments and provide assignment feedback to support continued student growth and development.
- manage students and collaborate with faculty and administrative staff.
- comply with all academic policies and academic calendar deadlines set by the College.

TERM: Part-Time/Adjunct

EDUCATION AND EXPERIENCE:

Master's degree required with a minimum of 18 graduate credit hours in the academic discipline and 2 to 3 years of online teaching experience in an institution of higher education. Strong interpersonal skills when relating to students. Must have excellent use of the English language, with effective oral and written communication skills, including the abilities to:

- Convey complex topics in one's subject-matter to others.
- Project a professional and appropriate online tone.
- Moderate online discussions to promote in depth engagement in course topics.
- Provide useful feedback to students via their graded work.

PREFERRED: 3-5 years of online teaching experience using Canvas (or or Learning Management System). Terminal degree in the relevant academic discipline.

TO APPLY:

Please send by email to lgoins@stillman.edu PDF files of: (1)A cover letter addressing the candidate's interest in and qualifications for the position (including links to video demonstrations of course design

and delivery ; (2) Curriculum Vitae or Resume; (3) Copy of relevant transcript for highest degree earned (understanding that the College will need an official transcript prior to any teaching assignment); and (4) completed Stillman Employment Application (available for download at "About Us" at <http://www.stillman.edu/images/documents/application.pdf>)