

AMERICAN INTERCONTINENTAL UNIVERSITY-ONLINE

Title: Online Adjunct Instructor

Areas: International Marketing/International Business

Adjunct Faculty are hired primarily to provide fully-prepared current instruction to students and actively engage in retention activities. The essential functions and responsibilities of these individuals include the following:

- .Teaching courses as assigned by Program Dean/Chair up to the maximum number of contact hours allowed by current accreditation;
- .In case of emergency, providing a qualified, prepared substitute who must be approved by your Program Dean/Chair prior to class;
- .Actively engaging in retention activities including documenting communication with both students and administration regarding attendance and progress;
- .Providing assistance for the planning, development, and maintenance of program curriculum;
- .Working with the Program Dean/Chair to resolve student concerns;
- .Providing annual documentation of continuing professional growth;
- .Attending scheduled program meetings, Academy in-service workshops, and college-wide faculty meetings;
- .Managing special projects as formally assigned by the Program Dean/Chair or Provost (including, but not limited to, the organization and posting of student work for display; assistance with accreditation preparation);
- .Adhering to and publicly supporting Academy policies and

procedures,
including but not limited to, the faculty handbook and
catalog;

QUALIFICATIONS:

.Documented expertise in academic subject area and
expertise in
interpersonal and oral presentation/written communication
skills, as
demonstrated by data sheet, diplomas, transcripts,
certifications,
CVs/Resumes, and in-person interview;
.Minimum of 2 years of industry experience. Prior
post-secondary teaching experience preferred; .Doctorate
in International Business Preferred.

To be considered for this opportunity, please send a copy of
your teaching philosophy and CV to
jewilliams@careeredonline.com, or FAX 847-851-6384
Contact: Jennifer Williams/Recruiter

Jennifer Williams

Recruiter/Human Resources

Career Education Corporation, Online Education Group

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