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;

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
5550 Prairie Stone Parkway, Suite 400
Hoffamn Estates, IL 60192
TEL 847-851-5384
FAX 847-851-6384
TOLL FREE 877-701-3800 x 5384