



POSITION DESCRIPTION

ADJUNCT FACULTY – COMPOSITION INSTRUCTOR

Division: Division of Education
Classification: Faculty

Reports to: English Department Coordinator
Revised: February 28, 2020

Reporting to the English Department Coordinator, the Adjunct Instructor of Composition is responsible for providing English Composition related courses at the undergraduate level on Rivier University's Nashua, New Hampshire campus.

RESPONSIBILITIES:

The successful candidates will be responsible for:

- teaching first year undergraduate writing and/or literature seminars;
- helping students develop, organize, revise, evaluate and edit successful written work in response to reading for engaged participation in college, the United States and the global community;
- demonstrating keen interest in and enthusiasm for teaching and mentoring undergraduate students, as well as working effectively with students of all levels and abilities;
- collaborating with colleagues both in the department and throughout the University community.

SUPERVISION RECEIVED:

Direction and general supervision is received from the English Department Coordinator.

MINIMUM QUALIFICATIONS:

- An earned graduate degree in English.
- Two to four years' experience teaching English Composition to first year undergraduate students.
- Ability to work with a diverse student population.
- Willingness to support the Mission of the University.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.

- Ability to collaborate with other faculty and staff and maintain collegial relations.
- Self-starter, ability to communicate effectively in written and oral form.
- Computer skills and proficiency with a variety of computer applications including word-processing, on-line teaching and reporting platforms, as well as online calendaring and email.

This position classification has been defined as exempt and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).