Heritage University
JOB DESCRIPTION

TITLE: Adjunct Computer Science/Information Technology Faculty

COLLEGE: Arts and Sciences   **DATE PREPARED**: June, 18

REPORTS TO: Computer Science Program Chair   **FLSA**: Exempt

POSITION SUMMARY:
The position has primary responsibilities for teaching undergraduate computer science & information technology courses.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Represent Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculty, staff, students and other customers of our services. Learn and use operating practices of the mathematics department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Teach computer science or information technology courses consistent with the applicant's areas of expertise as identified by the chair. Develop curricula & teaching materials as necessary.
4. Effectively and willingly use and incorporate technology into the classroom.
5. Handle confidential information with tact, discretion, and in compliance with FERPA regulations.
6. Collaborate with other computer science/information technology faculty to ensure that a consistent and quality education is delivered to Heritage University students.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
1. A Ph.D. or Master's degree in the discipline OR a Bachelor's degree in the discipline AND significant, documented job experience working in an area of expertise.
2. College teaching experience preferred.
3. Ability to effectively teach computer science & information technology courses.
4. Skill in using technology as a management, assessment, and teaching tool.
5. Experience in teaching diverse or under-prepared student populations is preferred.
6. Excellent written, verbal, and interpersonal communication skills.
7. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.

APPLICATION INFORMATION
Interested and qualified applicants must submit a curriculum vitae, letter of interest, and three references to:
Humanresources@heritage.edu
OR
Heritage University Human Resources Office
3240 Fort Road
Toppenish, WA 98948

Positions Filled on an As Needed Basis Each Semester