



TITLE: Adjunct Faculty for the Department of Languages and Literature

COLLEGE: Arts and Sciences

DATE PREPARED: November 15, 2018

REPORTS TO: Chair of Languages & Literature Department

FLSA: Exempt

POSITION SUMMARY:

The position has primary responsibilities for teaching undergraduate or graduate courses in the Languages and Literature Department when needed. Language and Literature fields in which Heritage hires adjuncts include English (both composition and literature) and Spanish. Faculty will attend university meetings as required. This position may be required to teach at one or more regional locations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represent Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Teach classes consistent with the applicant's field of study, or other classes as needed. Desired fields in which Heritage Languages and Literature hires adjuncts include English (both composition and literature) and Spanish.
4. Develop curricula and innovative teaching materials for the courses, as needed.
5. Provide academic assistance to students outside of normal class hours and demonstrate a willingness to work with and motivate these students to better prepare them for academic success.
6. Handle confidential information with tact, discretion, and in compliance with FERPA regulations.

REQUIRED QUALIFICATIONS:

1. A Ph.D. (preferred) or Master's degree in English (writing and/or literature) or Spanish from an accredited institution.
2. Applicants must possess a strong commitment to excellence in teaching activities.
3. Able to teach various undergraduate or graduate courses in the applicant's field of study.
4. Experience in teaching diverse groups of students is preferred, including expertise in instructional strategies for English language learners.
5. Excellent written, verbal, and interpersonal communication skills.
6. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.
7. Demonstrated skill in using technology in assessment, teaching tools, and software such as Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat/Reader, and course management software (Jenzabar LMS and EX, Chalk & Wire, etc.)
8. Experience or the desire to teach via online/alternative delivery modes is preferred.

9. Experience or the desire to learn about assessment strategies and willingness to participate in university-wide and programmatic student and program assessment procedures.
10. Initiative, commitment to accomplishment, adaptability, and sensitivity to program and candidate needs.
11. Personal transportation and a willingness to travel.

**Interested and qualified applicants may submit
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