



The Peninsula's Community College

Adjunct Faculty Recruitment Fair

What: Thomas Nelson Community College is hosting an Adjunct Faculty Recruitment Fair

When: Thursday, November 15, 2018 from 5pm – 8pm

Where: Hampton Campus, 99 Thomas Nelson Drive, Hampton, VA
Moore Hall, Room #164 (Espada Room)

Share your expertise. Enrich lives. Thomas Nelson Community College seeks enthusiastic, qualified individuals to teach day, evening, and weekend classes. Applications are being accepted for part-time faculty positions at the Hampton and Historic Triangle campus locations. Applicants will be part of a standing pool which the College will draw on as scheduling needs dictate.

Position Title	<i>Adjunct Faculty</i>
Role Title	<i>Faculty</i>
Hiring Range	<i>\$604 - \$1,011 per credit hour. Commensurate with experience and/or training.</i>
Job Type	<i>Part-Time</i>

College representatives from both campuses will be available to discuss employment opportunities for adjunct faculty in all disciplines. Immediate consideration will be given to the following disciplines:

- Administrative Support Technology
- Art History
- Biology
- Chemistry
- Communication Studies
- Computer Science
- Economics
- Electronics Technology
- Engineering
- English
- English as a Second Language
- Fine Arts
- Geology
- Human Services
- Information Technology
- Machining
- Marketing
- Mathematics
- Music
- Nursing
- Philosophy
- Physical Education
- Physics and Astronomy
- Psychology
- Sociology

Job Description

Thomas Nelson seeks faculty to teach up to 12 credit hours in the fall and spring semester and/or up to 8 credit hours during the summer semester. Teaching load is based upon student enrollment and staffing needs. Instruction may be during the day, evening, or weekend. The adjunct faculty appointment contains no guarantee of continued employment.

Essential functions:

- Design and delivery of instruction for day and evening classes.
- Responsible for student assessment and grading.
- Maintains adequate on-campus presence.
- Provides timely communication with students, staff and administrators of the College.

Minimum Qualifications

The successful candidate will possess the following qualifications:

- Education requirements will vary based on the discipline and courses that will be taught.
- Have a passion for the discipline and a commitment to a student-centered philosophy in support of academic excellence for diverse groups of learners.
- Strong written and verbal communication skills with a focus on presentation and dissemination of curriculum.
- Ability to learn and implement technology in the instructional process is preferred.
- Experience and/or strong interest in teaching and inspiring adult learners to fulfill the College's mission to change lives and empower students to succeed.
- Excellent leadership skills.
- Excellent interpersonal skills in communication with students, colleagues, staff and administrators as an individual or as a part of a team.
- Demonstrated ability to measure, assess and align student outcomes within courses or programs.
- Ability to modify when appropriate, instructional methods and strategies to meet diverse student needs.
- Plan and organize instruction in ways that maximize documented student learning.
- Develop and explain methods that fairly measure student progress toward student learning outcomes.
- Evaluate student performance fairly and consistently and return student work promptly to promote maximum learning.
- Maintain accurate records of student progress and submit final grade rosters to division administrator each semester according to established deadlines.
- Must be able to work at all campus locations.

Preferred Qualifications

- Experience in curriculum development.
- Community college teaching experience.
- Teaching experience in online or hybrid, and traditional face to face classroom modalities.

Special Requirements

Hours of duty: Will vary, some evenings and weekends may be required.

Special Instructions to Applicants

To expedite the review process, participants should bring the following information:

- Unofficial transcript(s)
- Certifications and/or licenses (if applicable)
- Cover letter
- Resume
- Three professional references with current addresses and telephone numbers, to include a former supervisor, former colleague and a character reference, no relatives.
- Two forms of government issued ID (i.e. U.S. Passport, driver's license, ID card, social security card, birth certificate, etc.)

BACKGROUND CHECK STATEMENT: The selected candidate's offer is contingent upon the successful completion of an extensive background investigation, which may include: criminal history, employment verification, verification of education and professional reference checks.

Thomas Nelson Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, race, color, sex, religion, national origin, marital status, political affiliation, sexual orientation, gender identity or against otherwise qualified persons with disabilities, or other non-merit factors in its programs and activities.

Contact Information

Thomas Nelson Community College
Human Resources Department
99 Thomas Nelson Drive
Hampton, VA 23666
757-825-2728