

# Bethune Cookman University

Job Title: Instructor of English      Department: CARES

**JOB SUMMARY:** Teach a full-time (15 credit hours) load of courses in English (developmental and/or college-level).

## ESSENTIAL FUNCTIONS:

- Teach 15 credit hours of English
- Demonstrate a commitment to student learning and to the success of all students in an open-access learning environment.
- Motivate and teach in ways appropriate to the diverse backgrounds, cultures, and learning styles of college students.
- Demonstrate excellence of preparation in the subject area and knowledge of diverse teaching and learning strategies.
- Commit to professional growth and development and to continued innovation and improvement of teaching.
- Participate in school responsibilities and academic service duties as contracted and described in the Bethune Cookman University Faculty Handbook, including but not limited to advising students, participating on committees, and developing curriculum.
- Advance student learning through dedicated, exemplary instruction in accordance with established course outlines and exit criteria.

## EDUCATION and EXPERIENCE:

- A Master's Degree in English (or at least 18 graduate credit hours in English).
- Training and/or experience in teaching a range of college-preparatory and freshman-level English courses.
- Successful, documented teaching experience at a secondary or college level.

## ENVIRONMENTAL/PHYSICAL CONDITIONS:

- Working environment is a normal business office setting.
- Demands normal manual dexterity and visual and auditory acuity.
- Must be mobile throughout the campus.
- Typically, the incumbent may sit comfortably to do the work. However, there may be some walking, standing, bending, or carrying of light items.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please send applicant information to:

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