Philander Smith College

POSITION TITLE: Adjunct Instructors of Freshman Orientation

EMPLOYMENT TYPE: Adjunct Faculty – PACER Program/ Second Chance Pell Exper (SCPE)

TEACHING LOCATION: East Arkansas Regional Unit - 26 Lee Road 603 #601, Brickeys, AR 72320

SUMMARY OF POSITION:

The PACER program at Philander Smith College invites applications for Adjunct Instructor positions to teach Freshman Orientation. The adjunct instructor position reports directly to the coordinators of the PSC PACER Program which is part of the Department of Criminal Justice within the Division of Social Sciences.

The goal of the Promoting Advancement and the Connection to Education for a Restorative Reentry Program (PACER) is to reduce recidivism and support individuals in becoming productive members of our community. The Department of Education has approved a limited number Higher Education Institutions throughout the United States to participate in the Second Chance Pell Experimental Site Initiative (ESI) to test new models to allow incarcerated Americans to receive Pell grants and pursue post-secondary education. Philander Smith College, through the Second Chance Pell Pilot Program, will partner with the Arkansas Department of Corrections to offer an in-person and/or online curriculum that supports the completion of either a Bachelor of Arts Degree in Liberal Studies, Bachelor of Arts Degree in Philosophy and Religion, or a Bachelor of Science Degree in Criminal Justice.

The successful applicant will primarily be responsible for teaching Freshman Studies courses that include Freshman Orientation I and Freshman Orientation II for the PACER program.

REQUIRED QUALIFICATIONS:

- A minimum of a Master’s degree in College Student Affairs, Education, Sociology or a relevant field. A terminal degree in a relevant field is preferred.
- Ability to pass a background check to gain admittance to a correctional facility.

PREFERRED QUALIFICATIONS:

- Experience working with incarcerated or at-risk student populations.

OTHER QUALIFICATIONS:
• PACER faculty members serve multiple roles as teachers, mentors, colleagues, and scholars. Adjunct faculty are expected to excel in classroom instruction and to fulfill various responsibilities related to their assigned teaching duties.
• The successful candidate will be innovative, energetic, and collaborative, and demonstrate the ability to communicate effectively and with sensitivity with many different audiences and constituencies.
• Ability to establish a student-centered learning environment that promotes the highest standards of the profession and is responsive to student issues, work independently, and as an effective team member.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:
• Adheres to course objectives and program outcomes in developing appropriate class content and objectives.
• Responsible for adhering to policies related to examinations and preparing test items.
• Maintains appropriate records regarding student evaluation and progress.
• Serves as a professional role model and mentor for the students.
• Demonstrates professionalism that includes consistent on-time attendance, maintaining confidentiality and security of academic records and examination results.
• Other duties as assigned.

HOW TO APPLY:
Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, current vitae, and three letters of professional references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in PDF format. You may also mail your information to:

Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202

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