



ENGLISH INSTRUCTOR
TEMPORARY FULL-TIME FACULTY/ Fall 2018 Start Date
Bargaining Unit Position

Eastern Gateway Community College invites applications for a temporary full-time faculty position for its English program. This position will be based at our Steubenville, OH campus. This position will support the English program and will required teaching classes, assessment, curriculum development, committee activities and other responsibilities as assigned. Applicants must be able to teach day, evening and weekend classes.

Eastern Gateway Community College offers a generous benefit package including medical, vision, dental, short term disability and long term disability, and life insurances as well as earned vacation and sick leave. The salary for this position is commensurate with the EGCCEA Collective Bargaining Agreement.

Salary is based on the collective bargaining agreement for a 10-month contract, commensurate with experience and qualifications. Base salary does not include compensation for teaching beyond a full-time schedule or for summer sessions. Additional compensation will be provided for such duties. Excellent paid benefits.

The following description is intended to indicate different levels and types of direct and indirect duties that will be required of the full-time faculty member. It should neither be construed as being all inclusive nor limit the deans right to assign, direct and control the work under his/her supervision. The description should not be held to exclude other professional duties of similar difficulty, level or type.

Essential Responsibilities:

- Prepares for and teaches classes as assigned; making good use of class time and keeping all classes for the scheduled period.
- Participate in the development of curriculum.
- Develop appropriate grading policies and methods of student assessment to monitor and communicate academic progress.
- Provide full information to students regarding course syllabi, objectives, text and materials required for the courses taught.
- Maintain accurate records of student attendance and academic progress.
- Recognize individual differences in the classroom and adapt instructional techniques accordingly.
- Assist students with academic difficulties including being available for consultation outside of class.
- Encourage and motivate students in a positive/professional manner to do their best.

- Refer students to appropriate staff, office or resource person for information, guidance, financial assistance, placement, etc.
- Enforce regulations found in the school catalog and student handbook.
- Submit academic information such as course syllabi, final grade reports, grade changes and did-term deficiency grades on time to the appropriate person (registrar, dean, chairperson, etc.) utilizing the institution's reporting procedures.
- Attend scheduled faculty, department and committee meetings.
- Use college equipment and property appropriately and have students do the same; report broken or damaged equipment to the college office immediately.
- Abides by all accrediting council, state, federal and institutional policies and procedures, rules and laws.
- Cooperate with part-time and full-time faculty, program directors, deans, vice-presidents, academic affairs and other college/department support staff in carrying out the instructional programs and the educational mission and goals of the college.
- May be required to teach online classes.

Education and Experience:

- Minimum requirements: Master's degree in English, or related field, plus 18 graduate credit hours in English or a related field from an accredited college/university recognized by the US Department of Education or CHEA and 2-3 years teaching experience;
- Three (3) years teaching experience preferred.
- Experience in online/distance education is preferred.

Skills and Abilities:

- Ability to use a variety of instructional strategies to support and motivate students.
- Ability to communicate in oral and written form.
- Possess enthusiasm, dependability, diplomacy and organizational integrity.
- Project a positive image of the college both on campus and in the community.
- Be willing and able to travel and represent the College at local, state and national professional educational organizations, businesses, community advisory committees and others, as requested by the Dean.
- Excellent leadership and customer service skills are important.

Resumes, along with the names, addresses and telephone numbers of at least five professional references, should be sent to: careers@egcc.edu

or, to
 Kim Johnson
 Human Resources Department
 Eastern Gateway Community College
 4000 Sunset Boulevard
 Steubenville, OH 43952

Internal applicants should include an employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

EEO/AA/VET/DISABILITY

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.