



ADJUNCT SPECIALIST
Full-Time
Bargaining Unit Support Position

The *Adjunct Specialist* will assist with the onboarding process for new adjunct instructors. The onboarding process includes receiving prospective adjunct inquiries and creating and maintaining a database for candidate pool. In addition, the Adjunct Specialist will collaborate with deans for approval to teach and processing of all required new hire documentation. This position will be based at our campus located in Steubenville, Ohio.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Receives candidate inquiries regarding adjunct instructor positions.
- Reviews and completes each received new hire inquiry and scans documentation once finalized.
- Develops and manages database for prospective adjunct candidates.
- Collaborates with deans on approval process for selected adjunct candidates.
- Responsible for sending new hire packets to chosen candidates, and processes all new hire documentation once received.
- Develop and maintain a candidate pool in the database for all approved adjunct candidates.
- Complies with all State and Federal regulations.
- Other responsibilities as assigned.

EDUCATION & BACKGROUND:

- Associate's Degree required, Bachelor's preferred.
- Minimum of one year clerical experience.
- Previous experience in human resources preferred.
- Experience in higher education a plus.
- Any equivalent combination of experience and education which provides the required knowledge, skills and abilities to perform the duties will be considered.

SKILLS & ABILITIES:

- Must communicate effectively in a professional manner with a diverse population.
- Ability to multi-task and must possess strong organizational skills.
- Ability to work both on a team and independently.
- Should demonstrate strong attention to detail.
- Maintain a high level of confidentiality.
- Must have working knowledge of Microsoft software. Experience with Excel a plus.

To apply please forward a letter of interest, your resume, and the names and contact information of at least three professional references to:

careers@egcc.edu

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

Applications will be accepted until this position is filled.

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.