



**Outreach and Recruitment Administrator for Adjunct Instructors**  
Part-Time Temporary

The *Outreach and Recruitment Administrator for Adjunct Instructors* will assist with the recruitment, screening and selection of new adjunct instructors. This position helps build the pool of qualified adjunct instructors by recruiting suitable candidates and by evaluating candidates' qualifications against credentialing requirements for instructors in various disciplines. In addition, the Outreach and Recruitment Administrator will collaborate with deans for approval to teach and processing of required new hire documentation. We are seeking two (2) Outreach and Recruitment Administrators to be based at our campus located in Steubenville, Ohio. We welcome those with teaching experience at K-12 level or higher, including retirees, to apply for this position.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Reviews and completes new hire inquiries and scans documentation once finalized.
- Evaluates the qualifications and credentials of prospective adjunct instructors for teaching a variety of disciplines.
- Screens and interviews candidates for adjunct instructor positions.
- Assists in maintenance of the database of prospective adjunct candidates.
- Develops and maintains a candidate pool in the database for all approved adjunct candidates.
- Collaborates with deans, assistant dean and program directors on approval process for selected adjunct candidates.
- Collaborates with Senior Adjunct Specialist for onboarding newly hired adjunct instructors.
- Complies with all State and Federal regulations.
- Other responsibilities as assigned.

**EDUCATION & BACKGROUND:**

- Bachelor's degree in education or teacher education.
- Advanced degree in teacher education preferred.
- Experience in higher education a plus.
- An 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.
- Must have working knowledge of Microsoft software including ability to use Excel spreadsheets.

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.