



## Adjunct Instructor—All Subject Areas

- Responsibilities:** This is a part-time adjunct faculty position. The successful candidate will instruct students in the required discipline. Provide learning activities that stimulate student involvement and encourage critical thinking. Maintain regular office hours to assist students; respond to students' emails and voice mails in a timely fashion; perform accurate assessments of student performance. Maintain professional competencies in the subject area and currency in instructional methodologies through professional associations and professional development. Must demonstrate creativity and innovation in the field, service in the profession, and/or in the community. Effective planning, organizing, communication, and interpersonal skills including use of tact and discretion and the ability to meet deadlines. May perform other related tasks as assigned by the Department Chair, Dean, and/or Provost and Vice President for Academic and Student Affairs.
- Qualifications:** Required qualifications include a master's degree with at least 18 graduate hours in the required discipline or related field; effective communication and interpersonal skills; sensitivity to academic and cultural diversity; demonstrated proficiency using computer applications, online resources, and other technologies for the classroom. experience in grant acquisition and management desirable; and a commitment to the mission and vision of the University. Preferred qualifications include a doctoral degree in the required discipline or related field; prior undergraduate teaching and administrative experience; demonstrated record of leadership for curriculum development; a record of research and/or grant acquisition.
- Salary:** \$1,000 per credit hour
- Setting:** Founded in 1875, Huston-Tillotson University is Austin's first institution of higher education. The University is an independent, liberal arts, church-related, historically black institution located on a 23-acre tree-lined campus near downtown Austin, Texas. The University is affiliated with The United Methodist Church, the United Church of Christ, and the United Negro University Fund (The University Fund). Undergraduate, four-year degrees in business, education, the humanities, natural sciences, and social sciences are awarded. Huston-Tillotson University is multi-cultural, multi-ethnic, and multi-faith, and welcomes students of all ages, races, and religions. While faculty are engaged in a range of activities, their primary focus is teaching. The student-teacher ratio is 15 to 1, which allows an environment of personalized attention to students
- Application Procedure:** Applications for all areas are accepted and kept on file until openings arise. Candidates should submit a letter of interest establishing qualifications for the position, a current resume, official transcripts, and an HT application. HT applications can be found on the University's website: [www.HTU.edu](http://www.HTU.edu) under the employment link. Forward application packets to: [humanresources@htu.edu](mailto:humanresources@htu.edu) or by mail to: Office of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795. To ensure receipt of your application, please send it with a read receipt requested if emailed, or with a signature request if mailed. Applicants will be contacted as appropriate.