Job Classification: Adjunct/Contract
Work Schedule: Based on course scheduling
Compensation: $550 per semester credit hour
Reporting Relationship: Dean of Advanced Technologies
Effective Start Date: January 5, 2024

Courses Available for Instruction at Time of Hire: CRT 144: UNIX Fundamentals. CRT 148: Microsoft Networks OS, CRT 176: Switching, Routing & Wireless Essentials. CRT 181: Network and Server Management (Capstone 1). - 12 credit hours total.

Primary Accountabilities:
Adjunct Faculty provide course instruction in a manner that ensures student comprehension, retention of knowledge, and positive effective student engagement. In collaboration with other Manhattan Area Technical College ("MATC") faculty and instructional staff, to ensure this position demonstrates an understanding of course content in its specified discipline, adopts appropriate instructional methods, and possesses pedagogical insight that includes robust instruction and communication practices. Teaching assignments may vary depending on the specific qualifications and expertise of the individual.

Major Duties:
- Demonstrates a thorough and accurate knowledge of the field or discipline and displays an ability to interpret and evaluate theories.
- Connects subject matter with related fields and remains current in subject matter.
- Maintains current certifications as appropriate.
- Provides students with a complete syllabus containing course outcomes and competencies.
- Adheres to current approved departmental course outlines.
- Plans and organizes instruction in ways that maximize student learning.
- Employs appropriate teaching and learning strategies, including appropriate technology when available.
- Presents enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus.
- Modifies, where appropriate, instructional methods and strategies to meet diverse student needs.
- Encourages the development of communication skills and higher order thinking skills through appropriate assignments; promotes the development and effective use of skills in areas such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making.
- Communicates subject matter to students within a positive learning and teaching atmosphere.
- Teaches ethical work practices.
- Possesses a thorough knowledge and understanding of all MATC policies and maintains student discipline within policies and procedures.
- Effectively uses technology tools including, but not limited to, MATC Online, e-mail, MS Office, Internet.
- Develops evaluation methods which fairly measure student progress toward objectives.

- Evaluates and utilizes student work to promote maximum learning.
- Provides the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects.
- Maintains accurate and up-to-date records of student academic performance and progress.
- Ensures courses meet current standards and are scheduled in accordance with MATC policy.
- Prepares, distributes, and submits syllabi based on current approved department course outlines for all assigned sections in accordance with college policies.
- Maintains confidentiality of student information.
- Exercises stewardship of MATC facilities and materials.
- Assists in curriculum development and textbook review/selection.
- Assists in maintaining all lab equipment and leaves classrooms in a neat and orderly fashion.
- Maintains accurate grades, attendance, and other required paperwork.
- Attends meetings and events as required by MATC administration.
- Responds in a timely fashion to information requests and required reports from college and program administrators (e.g. last date of attendance report, rosters, grades, assessment data, all state/vocational reporting requests).
- Supports both adjunct and full-time colleagues.
- Documents needed supplies and submits to program instructor.
- Allows students to complete surveys when requested in a timely manner.
- Participates in lesson plan review and documentation.
- Performs all other duties as assigned.

Qualifications:
- For this position, factors encompassing education, certifications, and work experience will be considered. A minimum of 18 graduate credit hours in the INT discipline is preferred.
- Tested industry experience with a minimum of 4,000 hours (two years) in the career technical field is required.
- Two (2) years of post-secondary teaching experience preferred; extensive training and/or direct application experience related to the courses and program experience in industry will be considered in lieu of teaching experience
- Strong computer and word processing skills.
- Experience in working with a Learning Management System preferred.
- Strong interpersonal skills, including public speaking and ability to present MATC in a positive way.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Ability to interact effectively and professionally with students, staff, and faculty.
- Display a student-centered approach.
- Willingness to reinforce all lecture lessons with hands-on experiences when resources permit.
- Willingness to expand program to meet regional needs.
- Consistently demonstrate the highest levels of integrity and professionalism.

- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:
- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, and talk on the phone.
- Ability to unpack and move supplies up to fifty (50) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:
- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff, and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. **This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.**
2. **Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an "at-will" employee.**
3. **All employees of Manhattan Tech are considered "responsible employees" pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.**
4. **Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.**
5. **All 'offers of employment" are subject to criminal background check prior to employment**