

## *Sisseton Wahpeton College*

<b>TITLE:</b>	<b>Math adjunct instructor</b>
<b>REPORTS TO:</b>	VP of academic affairs
<b>SALARY:</b>	\$500 per credit hour
<b>TOUR OF DUTY:</b>	Generally 8:00 a.m. to 4:30 p.m., M-F, but may require some evenings
<b>SUPERVISES:</b>	Students

### **Summary**

The candidate will be responsible for instructing and advising students. Develops and follows class syllabuses. Develops and evaluates the effectiveness of class presentations.

### **Responsibilities/Duties**

1. Develops tests and visual aids
2. Conducts training classes, and develops criteria for evaluating effectiveness of training activities.
3. Keeps abreast of training & development research: learning theory, motivation theory, and new materials, methods, and techniques.
4. Develops in-house programs and practices to identify developmental needs
5. Prepare students for more responsible positions and increasing effectiveness in present assignments.
6. May evaluate and/or oversee contractors or vendors to develop and/or administer training programs.
7. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
8. Participates on College committees and in faculty/staff meetings.
9. May be required to assist with events.
10. Performs other duties as assigned.

### **Education**

- Master's Degree is preferred; a Bachelor's Degree is required
- Previous teaching experience

### **Minimum Qualifications**

- Planning, organizational, and time management skills.
- Ability to work as a team player.
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.
- Proficient with office machinery.

### **Other**

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest and unethical behavior.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.