



## JOB DESCRIPTION

**TITLE:** Adjunct Science Faculty (All Fields)

**COLLEGE:** Arts and Sciences

**DATE PREPARED:** November 8, 2016

**REPORTS TO:** Chair of Science Department

**FLSA:** Exempt

### **POSITION SUMMARY:**

The position has primary responsibilities for teaching undergraduate courses in the Science Department when needed. Science fields in which Heritage hires adjuncts include biology, chemistry, environmental science, environmental studies, physics, physical science, and science education. Faculty will attend university meetings as required. This position may be required to teach at one or more regional locations.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represent Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Teach lecture and laboratory classes consistent with the applicant's field of study, or other classes as needed. Desired fields in which Heritage hires adjuncts include biology, chemistry, environmental science, environmental studies, physics, physical science, and science education.
4. Develop curricula and innovative teaching materials for the lecture and laboratory courses, as needed.
5. Provide academic assistance to students outside of normal class hours and demonstrate a willingness to work with and motivate these students to better prepare students for academic success.
6. Handle confidential information with tact, discretion, and in compliance with FERPA regulations.

### **REQUIRED QUALIFICATIONS:**

1. A Ph.D. (preferred) or Master's degree in a science field from an accredited institution.
2. Applicants must possess a strong commitment to excellence in teaching activities.
3. Able to teach various undergraduate science courses in the applicant's field of study. Developing laboratory curricula to improve teaching laboratories is expected when needed.
4. Working knowledge of the science instrumentation and techniques consistent with the field of study.

5. Experience in teaching diverse groups of students is preferred, including expertise in instructional strategies for English language learners.
6. Excellent written, verbal, and interpersonal communication skills.
7. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.
8. Demonstrated skill in using technology in assessment, teaching tools, and software such as Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat/Reader, and course management software (Blackboard, WebCT, etc.)
9. Experience or the desire to teach via online/alternative delivery modes is preferred.
10. Experience or the desire to learn about assessment strategies and willingness to participate in university wide and programmatic student and program assessment procedures.
11. Initiative, commitment to accomplishment, adaptability, and sensitivity to program and candidate needs.
12. Personal transportation and a willingness to travel.

**Interested and qualified applicants may submit  
Curriculum Vitae, Letter of Interest, and Three References to:  
[humanresources@heritage.edu](mailto:humanresources@heritage.edu)**

or

**Heritage University  
Human Resources Office  
3240 Fort Road  
Toppenish, WA 98948**

**Positions Filled on an As Needed Basis Each Semester**

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