



POSITION ANNOUNCEMENT

Adjunct Instructor in Career Development

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a part-time *Adjunct Instructor* for its **Career Planning and Preparation** course, scheduled for the Fall 2022 semester at the Mount Vernon main campus.

Responsibilities for this role include:

- Instruct a two-hour freshman-level course: prepare for and provide class sessions, covering content outlined in an existing, comprehensive syllabus
- Help students develop a big picture understanding of the course and how individual assignments and various content are synthesized to develop deeper self-awareness and apply that knowledge to making informed career and educational choices
- Utilize existing presentation materials with adaptations to individual instructional approach
- Ensure course and program learning outcomes are delivered as defined by the syllabus
- Provide students with clear course expectations, timelines and necessary feedback
- Read course text and provide quizzes that gauge student completion of reading assignments
- Suitably challenge, engage, serve and communicate with students to encourage their participation and learning while maintaining mutual value and respect
- Respond to student questions in a timely manner
- Identify and refer at-risk students to specific academic support services
- Grade assignments, take attendance, maintain grading database and submit grades to registrar in a timely manner

Expectations for the successful candidate:

- Evangelical Christian confession of faith and experience (Statement of Faith required at application)
- Candidate must have obtained at least a conferred master's degree from an accredited U.S. college/university or international equivalent; additional requirements driven by state licensing or accreditation considerations may apply
- Expertise in occupational resources, Myers-Briggs personality assessment and Holland interest inventory, with ability to utilize such resources in equipping college students for career decision-making
- Proficiency in Microsoft PowerPoint, Word and Excel

- Engaging classroom style and appreciation of successful instructional approaches for a range of academic abilities

Upon application, qualified applicants will be contacted for interviews as courses become available.

Interested candidates should send a curriculum vita, names of three references with contact information, a one to two-page statement of educational philosophy, a one to two-page statement of faith, and copies of university transcripts electronically to:

Joy Strickland
AVP for Student Success and Retention
Mount Vernon Nazarene University
800 Martinsburg Road/Mount Vernon, OH 43050
E-mail: joy.strickland@mvnu.edu

Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.

Prior to a final offer of employment the selected candidate will be required to submit to a background check including, but not limited to, employment verification, educational and other credential verification and criminal background check.