



### Mathematics Adjunct Faculty Pool

**Location:** Donnelly College, Kansas City, Kan.

**Full/Part Time:** Part-Time Adjunct Instructor

**Exempt/Non-Exempt:** Exempt

**Position Reports to:** Director of Liberal Arts and Sciences

#### About Donnelly College

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on “those who might not otherwise be served.” Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region’s only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. To find out more, please visit [www.donnelly.edu](http://www.donnelly.edu).

#### Job Summary

The part-time faculty member is responsible for teaching three to nine credit hours a semester in the area of mathematics. Must be able to pass a background check and complete Virtus training.

#### Responsibilities

- Teach anywhere from one to three **face to face** courses per semester at Main Campus – (may include night/weekend course)
- Meet all classes as scheduled and maximize use of available class time.
- Integrate workplace professional skillsets into the classroom environment (i.e., prompt and regular attendance, initiative to seek clarification, timely submission of work, use of technology in work completion, etc.)
- Inform students of student learning outcomes, class procedures and grading policies at the beginning of each semester.
- Motivate students to perform at their highest level by maintaining an atmosphere of dignity and cordiality conducive to learning in the classroom.
- Provide prompt feedback on student assignments and evaluate student performance fairly and consistently.
- Maintain the confidentiality of student information.
- Manage course content and keep an updated gradebook in our LMS (Canvas).
- Submit mid-term and final grades through Empower by established deadlines.
- Regular and timely communication within Academic Affairs regarding mid-term and final grades, updated syllabi, assessment data, and daily attendance kept on Canvas/Empower.
- Abide by all relevant college and/or department procedures and policies.

#### Qualifications

- Master’s degree **in specific discipline**, or Master’s with **18 graduate credit hours in the discipline**; Ph.D. preferred.
- Knowledge of principles, methods, and current developments in the field of study.
- Ability to teach and mentor college students from culturally, linguistically, and ethnically diverse backgrounds.
- Knowledge of instructional strategies and techniques.
- Willing to develop innovative teaching strategies.
- Ability to integrate technology into the teaching and learning process.
- Amenable to offering cross disciplinary courses.
- Capability of maintaining academic rigor in both developmental and advanced courses.
- Skilled in the use of computers, Internet resources, and MS Office software.
- Commitment to a collaborative working environment.
- Philosophically aligned with the mission and values of the College to engage and support our Catholic identity, practicing Roman Catholic preferred.

#### How to Apply

Please e-mail your cover letter, resume and transcripts to [hr@donnelly.edu](mailto:hr@donnelly.edu) with **Mathematics Instructor Pool** in the subject line.