



Position Title: Speech Communications Adjunct Faculty
Reports To: Department & Division Head
Classification: Non-Exempt
WC Code: 8868
Position Type: Fourth Level Administrator

Major Responsibilities:

It is the major responsibility of a faculty member at Florida National University to provide quality instruction and career advisement to all students. The faculty also is responsible for maintaining grades and for the development of course objectives, outline, syllabi, and course competencies.

Specific Duties and Responsibilities:

- Provides appropriate level of instruction.
- Provides quality instruction for the students.
- Ensures the assessment of students learning outcomes per course.
- Reports to the Registrar's office all grades and submits reports on a timely fashion.
- Ensures that all electronic library resources are used for University work only.
- Maintains the posted hours for the purpose of student advisement and tutoring.
- Performs those duties designated by the Department Chairperson.
- Works with the librarians in the establishment and weeding of the library program and course collection development.
- Continuously oversee actions for improvements at campus level sited in the Faculty's Planning, Assessment, and Implementation Form.
- May participate in the self-studies and committees conducted by the University.
- Performs other duties as assigned.
- Ensure they are in compliance with Title IX of Education Amendments Act of 1972.
- Follow all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time ("FERPA"), Florida Information Protection Act of 2014, as amended from time to time ("FIPA"), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations.
- Reads, understands and complies with the University's mission, the catalog, the University's policies and procedures, the Faculty Handbook, and the institutional effectiveness process.
- Responds to communications (e-mail/voice-mail) on a daily basis.

Education / Experience Requirements:

- Required: Master's in journalism, new media communications, mass communications or related field. Minimum for 18 graduate-level credits in discipline.
- Minimum of two (2) years of college level teaching journalism, mass communications, communications.
- Experience in higher-education.

Job Type

Part-time.

Two Locations:

Hialeah Campus: 4425 West 20th Avenue, Hialeah, Florida 33012
South Campus: 11865 Southwest 26th Street, Miami, Florida 33175
Distance Learning: remote

Working Conditions

General office working conditions. Noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this position.