

## Economics Adjunct Instructor

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Company: InsideHigherEd

Location: Jackson

Category: educational-instruction-and-library

### Description

Teach courses in Economics based on instructor's qualifications.

**Adjunct instructor positions are part-time. Teaching assignments will vary from semester to semester and are based on enrollment. Therefore, there may be semesters where no assignments are available.**

### Essential Functions

Evaluate and grade students' class work, assignments and papers. Prepare and deliver instructional materials (i.e. syllabi, homework assignments, and handouts) in person and/or on-line. Initiate, facilitate, and moderate classroom discussions. Compile, administer, and grade examinations. Participate in required reporting processes (i.e. grades, participation, etc.). Assist students in connecting to college resources.

### Minimum Qualifications

Master degree in Economics or a Master degree in another field with 18 graduate credits in Economics.

### Supplemental Information

Jackson College only accepts on-line applications through this system. For assistance with this, please call 517-796-8468.

Please use your legal first and last names on your application. If you are selected, you will have the opportunity to identify and utilize your preferred name.

It is important that your application show all the relevant education and experience you possess (even if you are repeating it from your resume or cover letter). Applications will be rejected if incomplete. For instance, do not say, See Resume.

When you apply for the position, you will get to the document upload area where you will be given an opportunity to attach your documents. Instructions will also be found there.

Unofficial transcripts may be used as part of the selection process however those selected to teach at Jackson College will be required to provide official transcripts for all degrees held.

Jackson College is NOT able to support Visa applications for employment at the college. Applicants must already be eligible to work in the United States to be considered.

Applicants with disabilities may request accommodation to complete the application and interview process. Please notify Human Resources at least three (3) working days prior to the date of need.

Adjunct instructors are not employed directly by Jackson College with the exception of those receiving a pension from the Michigan Public School Employees Retirement System. All others are employed by EDUStaff, LLC. If you are selected to teach at Jackson College you will be required to complete EDUStaff's employment application and on-boarding processes. Final candidates will be subject to a criminal background as part of the employment process.

A copy of Jackson College's is available on the JC Campus Safety & Security website. The security report contains crime statistics for the previous three years for all of our campus locations and the annual fire safety report, which contains statistics for any reported fires in campus housing units and fire safety systems in these buildings. Additionally, the report contains policies, available resources and information concerning personal safety, fire safety and reporting procedures for both crimes and fires.

Applicants have rights under Federal employment . Jackson College is an Equal

Opportunity Employer that actively supports workforce diversity.

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