Adjunct Professor - Computer Literacy
Erie Community College

Job Title	Adjunct Professor - Computer Literacy
Department	Mathematics/Computer Science
Institution	Erie Community College
	Buffalo, New York
Date Posted	Mar. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Adjunct Professor
Academic Field(s)	Vocational/Technical
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/AdjunctFacultyExternal/job/Adjunct-Professor---Computer-Literacy_J0000231
Apply By Email	
Job Description	

Department:

Mathematics/Computer Science

Salary/Hourly

$53.33 Hourly

Union/Position Status:

FFECC Teaching PT

Posting Closing Date:

June 1, 2024

JOB DESCRIPTION

BENEFITS TO BEING A PART-TIME ADJUNCT FACULTY MEMBER

AT SUNY ERIE:

- **RETIREMENT PLANS -**New York State retirement, option to participate in tax shelter annuities, deferred compensation, voluntary retirement savings
- **TUITION REIMBURSEMENT -**SUNY Erie tuition waivers
- **PROFESSIONAL DEVELOPMENT** - Professional meetings/conferences, participation in seminar offerings, visitation of business and industry & acquisition of formal education
- **EMPLOYEE ASSISTANT PROGRAM (EAP)** - Confidential and voluntary assistance to employees and their family members (financial concerns, legal issues, alcohol or drug problems, marital problems, emotional worries, child-care problems, etc.)

DISTINGUISHING FEATURES OF THE CLASS*:*

Adjunct faculty teach department courses on a part-time basis and evaluate student performance pursuant to guidelines set by the department and the College. Adjunct faculty report to the Department Chair for their discipline. Adjunct faculty are responsible for preparing lesson plans, teaching aids, and instructional materials or activities for class. Adjunct faculty must maintain accurate records on students and submit pertinent data to the department and/or the College.

TYPICAL WORK ACTIVITIES*:*

- Demonstrates appropriate knowledge of subject;
- Provides students with appropriate learning materials and expertise in assigned subject(s);
- Prepares course syllabi and outcomes;
- Encourages student participation;
- Evaluates students' performance based on course learning outcomes;
- Establishes and maintains an organized and disciplined classroom environment;
- Is responsive to students and provides students with assistance and guidance;
- Responsible for contributing to and maintaining an inclusive and collaborative College environment;
- Adheres to all College, Department as well as applicable County policies.

KNOWLEDGE, SKILLS AND ABILITIES*:*

Good knowledge of general educational or training methods; ability to develop educational programs; ability to get along well with others; ability to teach effectively at the college level; good professional judgment; initiative and resourcefulness; industrious and dependability.

MINIMUM QUALIFICATIONS:

Master's Degree preferred or Bachelor's Degree plus 30 hours of appropriate advanced study and the following Computer Science courses. A part-time candidate or full-time math faculty member intending to teach Computer Literacy (CS101) or Web Development and Programming Fundamentals (CS103) must satisfy one of the following options:

Option A: (Candidates must satisfy all four (4) requirements):

Computer Science I (a high level language, not BASIC); Computer Science II (data structures); A 200 level or above course from a CS, CIS, IT or MIS department (three (3) credit minimum) selected from the following: computer organization (preferably with Assembly language), database, networks, or data communications; A 200 level or above Computer Science course, or a course that includes the use of

all the following application software: word processing, spreadsheet and database.

Option B:

A Bachelor's Degree in CS, CIS, IT, MIS, or other computer related field.

NOTES:

Candidate does not need to meet the requirement of thirty (30) hours of mathematics beyond Calculus III. Prior teaching experience desired.

SPECIAL REQUIREMENTS:

 Unofficial transcripts are **REQUIRED** in order to be considered for the adjunct position and MUST be submitted when applying.

Official transcripts will be required for successful candidates within 30 days of hire.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Contact Human Resources at (716) 851-1840 with any questions.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the

administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 851-1844

For further information on notice of non-discrimination, please contact:

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

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Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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