

**OKLAHOMA BAPTIST UNIVERSITY**  
POSITION DESCRIPTION

**Title:** Adjunct Instructor                      **Department:** English

Brent Newsom                      3/23/21                      \_\_\_\_\_  
Prepared by                      Date                      Approved by                      Date

**Supervision Received:** Chair, Division of Language and Literature

**Supervision Given:**

**OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

**Core Commitments**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith.*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*

The OBU Division of Language & Literature seeks to hire one or more adjunct instructors to teach 3-9 credits per semester of English composition courses, as needed, beginning in August 2021. The courses focus on exposition, argumentation, and the reading and interpretation of classical literature. Applicants must have at least 18 hours of graduate education in English or a related field; a Master's degree in English or a related field is preferred. Classroom teaching experience is required, preferably at the college level. Applicants must be committed to the essentials of the Christian faith and willing to integrate faith with academic instruction. Compensation varies based on education. Mileage reimbursement for candidates from outside the local area may be available. To apply, please submit a completed faculty application, cover letter, curriculum vitae, personal statement of Christian faith, and statement of teaching philosophy to [HR@okbu.edu](mailto:HR@okbu.edu) and [brent.newsom@okbu.edu](mailto:brent.newsom@okbu.edu) in a single email.

**Job Role and Responsibility:**

- Teach 1-3 courses per semester in English composition as assigned
- Prepare and distribute syllabi according to University policy
- Organize and direct learning experiences with assigned classes as outlined in the course syllabus and objectives
- Meet classes as scheduled and required
- Keep accurate class records and submit reports and grades on time and as requested
- Be available during office hours
- Assist with departmental assessment of composition courses

**Knowledge and Skills:**

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- Able to conduct a college classroom so as to maximize the student learning experience.
- Demonstrate strong pedagogy with respect to curriculum and instruction.
- Able to communicate clearly and effectively with a variety of constituents.
- Able to assess student ability and adjust teaching as appropriate.
- Able to work effectively with college age students in classes of around 20 students.
- Possess and demonstrate strong interpersonal skills.
- Proficiency with office and educational technology, software (including various Microsoft tools), and classroom presentation technology.

### **Qualifications, Experience and Education:**

- **Required:** 18 graduate hours in English or a related field; classroom teaching experience
- **Preferred:** Master's or PhD in English or a related field; experience teaching undergraduates in an accredited four-year college or university