OAKWOOD UNIVERSITY
EMPLOYEE SERVICES

NOTICE OF AVAILABLE POSITION

POSITION: Assistant-Associate Professor - Spanish

DEPARTMENT: English and Foreign Languages

STATUS: Full-time; Regular (38 hours)

QUALIFICATIONS:

- Ph.D
- Minimum of two years' experience at the college level
- Experience with Language Arts program a must; English as a Second Language a plus
- Seeking someone with Spanish composition and Spanish history background. Ability to teach another language, preferably French, a plus.
- Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership

BRIEF DESCRIPTION OF DUTIES:

- Teach four courses each semester
- Hold ten office hours and advise students
- Attend departmental, school, and University meetings as requested
- Participate on department and university committees
- Engage in scholarly activities
- Provide course syllabi at the beginning of each semester
- Provide assessment reports for objectives of each course
- Make use of D2L online course management used by the University
- Contribute to teaching online courses
- Other relevant duties as assigned by the administration

SALARY: Commensurate with education and experience

STARTING DATE: August 2018

CLOSING DATE: January 2018

HOW TO APPLY: Interested persons must submit employment documents by email: application, vita, statement of research and teaching interest, three letters of recommendation, copy of degree/copy of transcript to hroffice@oakwood.edu. Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located on-line at www.oakwood.edu under Human Resources. All employment documents must be attached to email. Incomplete employment documents will not be reviewed. You will receive an automatic reply upon receipt of your email.

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