



**OAKWOOD UNIVERSITY**  
**EMPLOYEE SERVICES**

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Assistant Professor - English

**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 who can assist with our Language Arts (English Education) programs as well as assist in growing our English programs
- 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:** To be determined

**CLOSING DATE:** To be determined

**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](mailto: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](http://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.



**God First**



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