



## **Adjunct Faculty: Arts Leadership and Administration (REF: ADJ-ALA)**

**Summary:** Queens University of Charlotte invites applications for an adjunct faculty instructor position in the College of Arts and Sciences with course available in Financial Planning and Budget Management in the Arts. This position is for the fall semester (with the option to teach in the spring semester) with a teaching load of 4-8 hours (1-2 4 credit/4 hour classes).

### **Experience, Knowledge and Skills Required**

Candidates must have at least a Master's degree from a regionally accredited institution of higher education and prior experience teaching at a post-secondary level.

### **Essential Duties and Responsibilities**

Primary teaching responsibilities will include undergraduate classes in the College of Arts and Sciences. A successful candidate should have a passion for excellence in teaching and the ability to work with both traditional and an adult students.

### **Application Process**

Qualified candidates should submit via email to [academicjobs@queens.edu](mailto:academicjobs@queens.edu) the following

- (1) a letter of interest,
- (2) current resume or curriculum vitae,
- (3) contact information for 3 professional references

Be sure to include "REF: ADJ-ALA" and **YOUR NAME** in your email subject line.

**(Example:** REF: ADJ-IAD, Robin Smith)

Queens values campus diversity and demonstrates this in campus initiatives; we particularly encourage members of historically under-represented groups to apply.

Only candidates who best match requirements of job will be contacted. The position will be removed from the website once an offer is extended and accepted, or when a sufficient candidate pool is identified. Due to limited staff resources, phone calls cannot be accepted or returned.

### **Physical Requirements of the Position** (*with or without reasonable accommodation*)

- **Eye-Hand Coordination:** Requires hand-eye coordination and manual dexterity sufficient to operate a computer keyboard, laboratory equipment, copier, calculator and other office equipment.
- **Talking:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- **Repetitive Motion:** Movements frequently and regularly required using the wrists, hands, and/or fingers.
- **Average Hearing:** Able to hear average or normal conversations and receive ordinary information.
- **Average Visual Abilities:** Average, ordinary, visual acuity necessary including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- **Physical Strength:** Will regularly be required to sit, use hands to finger, handle or feel objects, tools and controls reach with hands and arms. Must be able to stand, walk, stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 20 pounds.

### **Work Conditions**

Work in office, classroom, and laboratory environments, involving contact with faculty, staff, students, parents, service providers and vendors. Work has deadlines, multiple interruptions, high volume, and may be stressful at times.

### **About Queens**

Queens University of Charlotte is a private, co-ed, Presbyterian-affiliated comprehensive university with a commitment to both liberal arts and professional studies. Located in the heart of historic Charlotte, Queens serves approximately 2,250 undergraduate and graduate students through its College of Arts and Sciences, the McColl School of Business, the Andrew Blair College of Health, the Wayland H. Cato, Jr. School of Education, the James L. Knight School of Communication and the Hayworth College. Additional information about Queens University of Charlotte may be found at <http://www.queens.edu>.

Queens University of Charlotte is an equal opportunity employer and does not discriminate on the basis of race, color, gender, sexual orientation, religion, age, national origin, disability, veteran status or any characteristic protected by law. Queens is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans. Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704-337-2297 or [hr@queens.edu](mailto:hr@queens.edu).