

## **Adjunct Faculty: Educational Leadership (Online) (Ref: ADJ-MEL)**

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**Summary:** The Cato School of Education at Queens University of Charlotte is seeking an adjunct instructor to teach in our online Master of Arts in Educational Leadership program.

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

Candidates must have a Ph.D. or Ed.D. in Educational Leadership or related field and possess excellent online communication skills. Preference will be given to candidates who have experience working at the administrative level in the public schools, knowledge of best practice in educational leadership in schools, experience teaching online and a current administrator's license.

### **Essential Duties and Responsibilities**

Primary teaching responsibility is graduate classes in the Cato School of Education, Educational Leadership program. A successful candidate should have a passion for excellence in teaching and be willing to attend online training to deliver course materials. The School offers online classes in fall, spring, and summer semesters.

### **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) statement of teaching philosophy

Be sure to include **REF: ADJ-MEL** and **YOUR NAME** in your email Subject Line.

**(Example:** REF: ADJ-MEL, Shawn Mullin)

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, copier, web camera, 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.

#### **Work Conditions**

Work is primarily conducted remotely, online. 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 2,400 undergraduate and graduate students through its College of Arts and Sciences, the McColl School of Business, the Blair College of Health, the Wayland H. Cato, Jr. School of Education, the Knight School of Communication and the Hayworth College.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs. 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)

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