



ONLINE ADMINISTRATIVE SUPPORT TECHNOLOGY INSTRUCTORS

(PART-TIME)

The College is seeking adjunct instructors to teach courses online in the field of Administrative Support Technology.

QUALIFICATIONS REQUIRED: Master's degree in Administrative Support Technology or Master's degree with eighteen (18) graduate semester hours in Administrative Support Technology.

QUALIFICATIONS PREFERRED: Online teaching experience preferred. Demonstrate ability to establish instructional philosophy focusing on student success. Demonstrate ability to place a strong emphasis on student-centered learning and provide an innovative e-learning experience.

Salary commensurate with the education and experience of the applicant. Instructors must maintain and honor virtual office hours on a weekly basis and adhere to pre-existing course assessment standards in each online class. Instructors will provide a required orientation for students enrolling in the online class.

For further information please contact Dr. Erica Meredith in the School of Information Systems, Business and Public Safety at (804) 523-5301 or emeredith@reynolds.edu.

Please send a completed Commonwealth of Virginia application, curriculum vitae, official academic transcripts, and three current letters of recommendation to:

Dr. Erica Meredith
J. Sargeant Reynolds Community College
School of Information Systems, Business and Public Safety
P.O. Box 85622
Richmond, VA 23285-5622

Women and minorities are encouraged to apply.
"Reasonable accommodations" are provided for applicants with disabilities.
AA/EOE/ADA