

## **ENGLISH INSTRUCTORS (PART-TIME)**

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 15,000 credit students and provide training for 5,700 students through the Community College Workforce Alliance. During our 46-year history we have educated nearly 350,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: [www.reynolds.edu](http://www.reynolds.edu).

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. Responsibilities may include teaching English classes in both face-to-face and online formats. Candidates may expect to teach early morning, day, evening, or weekend classes at one or more of three Reynolds' locations. Candidates may also expect to teach dual enrollment classes at high school sites. Dual enrollment courses are taught to high school seniors in either a high school site in Goochland or Hanover Counties or on one of three Reynolds' campuses. Dual enrollment candidates must be willing to teach either early morning (MWF 7:30 a.m. to 8:30 a.m.) or during the day, on an alternating block schedule.

**TYPE OF APPOINTMENT:** Part-time adjunct teaching faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. These positions are needed for the Summer 2018 and Fall 2018 semesters.

**QUALIFICATIONS REQUIRED:** Master's degree in English or Rhetoric and Composition; or Master's degree with eighteen (18) graduate semester hours in English or Rhetoric and Composition. The selected candidate must be able to successfully pass the college's pre-employment security screening.

Note: Distance learning candidates must complete the college's Teaching Online Program (TOP) course.

**QUALIFICATIONS PREFERRED:** Experience and graduate-level training in teaching written composition. Excellent oral and written communication skills. Familiarity with online course management systems, open educational resources, and other instructional technologies. Demonstrated ability to use a personal computer with current software programs, including email programs and the Internet.

**APPLICATION PROCESS:** To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. For full consideration, the cover letter, resume or curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

**CONTACT INFORMATION:** Emily Duncan, Recruitment Coordinator  
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