

Lincoln University Job Description

Job title:	<i>Adjunct Instructor of Chemistry</i>
Department:	<i>Chemistry & Physics</i>
Reports to:	<i>Assistant Professor / Interim Chair</i>

Job Summary:

Conducts University courses for undergraduate students by performing the following duties.

Qualifications:

- M.S. in Chemistry or a closely discipline (completed by the time of hire).
- Experience with Physical and Analytical Chemistry, a commitment to teaching excellence at the undergraduate level, effective oral and written communication skills.
- Must be able to work with little or no supervision.
- Must be able to handle multiple tasks, projects and prioritize based on departmental functionality.
- Must have excellent communication skills, oral and written.
- Must have interpersonal skills, and the ability to work within a culturally diverse organization.
- Must have a high level of professional appearance and demeanor.
- Ability to maintain a high level of confidentiality.

Essential Duties and Responsibilities:

- Responsible for teaching during the Spring semester of 2016.
- Teaching duties will include courses in Chemistry, including Physical Chemistry, Quantitative Analysis, and, if necessary, General Chemistry Labs, total up to 10 credits.
- Prepares labs for students and conducts them.
- Grades lab reports and explains the grades to the students.
- Prepares quizzes, tests, exams and conducts them.
- Other relevant duties can be assigned.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

Application Procedure:

For full consideration, qualified applicants must submit application materials by December 1, 2015. The application should include:

- A letter of application
- A current Curriculum Vita
- Undergraduate transcripts (unofficial copies will suffice for initial screening)
- Three references

All information should be forwarded to:

Office of Human Resources
Lincoln University
1570 Baltimore Pike
PO Box 179
Lincoln University, PA 19352
Email: apply@lincoln.edu