



Office of Human Resources

## MEMORANDUM

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**DATE:**

**TO:** Full time faculty

**FROM:** Human Resources

**SUBJECT:** Adjunct Faculty Coordinator

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Description of Position:

In coordination with the Office of Instruction, Office of Professional Development, and Faculty Development Committee, the Adjunct Faculty Coordinator will develop, coordinate, and evaluate professional development programming and communication processes focused on the integration of Adjunct Faculty at Pasadena City College. This position will begin in Summer 2019.

The Adjunct Faculty Coordinator will report to the Director, Professional Development.

Representative Duties:

- Develop, coordinate, and evaluate professional development programming focused on the integration of Adjunct Faculty, including:
  - Orientation program that is delivered in Summer and Winter intersessions, in both in-person and online formats
  - Orientation follow-up sessions that are delivered across Fall and Spring semesters, in both in-person and online formats
  - Evening program on Professional Development (Flex) Day that mirrors daytime program
  - Multiple-part workshops/courses on topics related to teaching and learning
  - Workshops/presentations on topics related to career advancement
- Develop, coordinate, and evaluate communication processes focused on the integration of Adjunct Faculty (e.g., biweekly or monthly bulletins)
- Coordinate Adjunct Needs Survey (i.e., communication, distribution, and analysis) every other academic year
- Conduct office hours (2 hours total per week; can be in-person and online)
- Collaborate with the Director of Professional Development to ensure the orientation and follow-up sessions are articulated in accordance with other professional development programs/courses being developed or delivered
- Other duties as assigned

Preferred Knowledge, Abilities, and Orientations:

- Understands the mission of the college, our student populations, and the broader communities we serve
- Is committed to equity and equity-mindedness, and has some related expertise in how to achieve those goals within a community college
- Understands adult learning processes, instructional design, and evaluation methodologies
- Understands and has experience with in-person, online, and hybrid instructional formats
- Understands the scope of professional learning needs of Adjunct Faculty
- Has experience developing, facilitating, and evaluating professional development programs for Adjunct Faculty from a wide range of disciplines and backgrounds
- Possesses effective leadership skills (e.g., goal setting, fostering participation among others, synthesizing ideas, problem solving, etc.)
- Demonstrates excellent organization and time management skills
- Is proficient in using technologies (e.g., Eventbrite, PCC's website, etc.) to communicate with campus constituents
- Knows how to successfully navigate college policies and processes such as purchasing, reserving campus spaces, duplicating, requesting facilities support, organizing catering, etc.
- Is able to develop strong working relationships with all campus constituents
- Is able to work under pressure and adapt when challenges occur
- Demonstrates strong written and oral communication skills
- Demonstrates commitment to fostering a culture of care throughout their work on campus

Compensation:

- 25-33% reassigned time for the Fall and Spring semesters, beginning Fall 2019
- Summer and/or Winter stipend

Consideration Procedure:

To be considered for this opportunity, submit electronically to the Office of Human Resources (C204) the following: (a) resume, and (b) one-page statement of interest that outlines your qualifications specifically related to the above position description. Statements of interest will be forwarded to the responsible manager who will convene an interview committee consisting of administration and faculty who will screen the submitted letters of interest and schedule interviews. After interviews have been completed, the committee will recommend a candidate for the assigned position.

**Due Date:**

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