

Dallas International University

Associate Instructor

Job Description

Description:

The associate instructor assists in particular course(s) at the discretion of the course head.

Authority:

The Associate Instructor is appointed by the Dean of Academic Affairs and reports to the Head of the Department through the head of the course in which he/she is part.

Responsibilities:

- Prepare and give lectures, and grade examinations, papers, and projects, as assigned by the course head.
- Consult with students as assigned by the course head.
- Supervisory responsibility as assigned by the course head to which he/she reports.
- Regular communication with other faculty members and with students.

Required Knowledge, Skills and Abilities

- Interpersonal skills necessary to deal professionally, effectively, and courteously with students, staff, administration, and the public.
- Committed to the academic community and to academic excellence.
- Committed to the welfare of the students.
- Proficient in written and spoken English, and able to communicate effectively.

Education and Experience

- Preferably a Master's degree in the major area of study in which he/she will be teaching or in a related discipline.
- Recent field experience in at least one of the disciplines of linguistics, Bible translation, literacy, ethnology, or sociolinguistics.

Additional notes

- The associate instructor must not be a student at the same time as he/she is serving as associate instructor, serving under the regulations that apply to staff.
- The associate instructor should regard his/her contribution as full-time while the course is in session. The intent of this job description is to provide a representative summary of the major duties and responsibilities performed in this job. Associate instructors may be requested to perform job-related tasks other than those specifically presented in this description.
- Physical requirements - This role requires only occasional, moderate physical effort.

- Environment - The associate instructor is seldom or never exposed to unpleasant working conditions.