JOB DESCRIPTION

<table>
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<tr>
<th>Position Title:</th>
<th>Adjunct Faculty Positions for GE: English &amp; Humanities/Math &amp; Science</th>
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<tbody>
<tr>
<td>Reporting Relationship:</td>
<td>Reports to: Chair of English and Humanities &amp; Math/Science</td>
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<tr>
<td>Position Type</td>
<td>Exempt</td>
</tr>
<tr>
<td>Time Commitment:</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Work Location</td>
<td>Sunnyvale, California, 94089</td>
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<td></td>
<td>100% on-site</td>
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Position Summary

Located in Sunnyvale, Cogswell Polytechnical College is a WASC regionally accredited 4-year institution of higher education with a curriculum that fuses art, engineering, and entrepreneurship. It has a distinguished 127-year history in California and has always been associated with best practices in the industries and communities it serves.

Adjunct pool of instructors are needed to teach in the following areas:

- Oral Communication
- English
- Ethics
- Introduction to Psychology
- Creative Writing
- Scriptwriting
- Intermediate Algebra. (Preparatory College Math)
- Basic Topics in Mathematics. (College Math: Algebra and Trigonometry )
- Pre-Calculus
- Discrete Mathematics
- Geometry & Transformation
- Basic Concepts of Physics/Laboratory
- Basic Concepts of Anatomy and Physiology

All classes take place at the Cogswell campus. We’re a small college with a supportive atmosphere and opportunities for growth. Position will report to the Chair of English and Humanities

Course descriptions can be found on the Cogswell website at:
http://www.cogswell.edu/academics/catalog.php
**Knowledge & Skill Set Requirements:**

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<th>Experience/Special Instructions</th>
<th>Individuals must possess a strong commitment to teaching, collaborative learning and maintaining industry relationships.</th>
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**Application Materials**

Qualified applicants must send the following:

1. Letter of application
2. Resume or c.v.
3. Brief statement of teaching philosophy
4. Names and contact information of three professional references (no letters at this time)

**Send Application Package to:**

Employment@cogswell.edu

Or

Human Resources
Cogswell Polytechnical College
1175 Bordeaux Drive
Sunnyvale, CA 94089

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<tr>
<th>Organizational skills</th>
<th>Excellent organizational skills. Ability to meet deadlines and to juggle multiple, important priorities, and is comfortable in a fast-paced environment</th>
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<tr>
<th>Communication Skills</th>
<th>Possesses good oral, written and listening skills. Has the ability and willingness to discern and meet the needs of students. Has the ability to establish interpersonal rapport and relate to individuals from a wide range of backgrounds and cultures</th>
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<tr>
<th>Computer Skills</th>
<th>Strong computer skills including ability to collect and analyzes information. Competent with Microsoft Office Word, Excel and PowerPoint. Ability to learn new programs.</th>
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| Teamwork | Places a higher emphasis on contributions to a work team than on receiving recognition for personal contribution. Ability to work with others in a collegial and productive manner. |
Educational Requirements

Required:
- Master's degree from an accredited institution in related field.
- Successful college level teaching experience

Desirable:
- Ph.D. in related field from an accredited institution

Out-of-the Ordinary Working Conditions

Flexibility with schedule and ability to work evenings and weekends as needed

Americans with Disability Specifications

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:
Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions or any other harmful environmental conditions. The noise level in the work environment is usually moderate.

Special Instructions:
For consideration, please fill out required application at the link below. Include a cover letter and curriculum vitae.

https://home2.eease.adp.com/recruit/?id=14380602