

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Adjunct Instructor Spanish **Department:** Division of Language & Literature

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Maintain active membership in a local evangelical Christian Church.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose:

We are seeking qualified candidates to teach beginning and intermediate Spanish language and culture courses, with opportunities to teach Spanish culture and literature based on degrees and experience.

Essential Functions:

- Teach beginning and intermediate Spanish courses
- Develop and deliver course materials that integrate language proficiency with cultural and literary exploration
- Foster a Christ-centered academic environment through teaching and mentorship
- Prepare and distribute syllabi according to university policy
- Organize and direct learning experiences with assigned classes as outlined in the course syllabus and objectives
- Meet classes as scheduled and required
- Keep accurate class records and submit reports and grades on time and as requested
- Be available during office hours
- Assist with departmental assessment of composition courses

Other Duties:

- Able to conduct a college classroom so as to maximize the student learning experience
- Demonstrate strong pedagogy with respect to curriculum and instruction
- Able to communicate clearly and effectively with a variety of constituents
- Able to assess student ability and adjust teaching as appropriate
- Able to work effectively with college age students in classes of around 20 students
- Possess and demonstrate strong interpersonal skills
- Proficiency with office and educational technology, software (including various Microsoft tools), and classroom presentation technology

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Required Qualifications:

- 18 graduate hours in Spanish or a related field; classroom teaching experience
- Experience teaching Spanish courses at the college level.

Preferred Qualifications:

- M.A., Ed.D. or Ph.D. in Spanish
- Experience in teaching Spanish language, culture, and literature at the college level
- Ability to engage students in the study of language, culture, and literature in innovative and meaningful ways
- Master's, Doctor of Education or PhD in Spanish or a related field; experience teaching undergraduates in an accredited four-year college or university

Special Requirements:

- Must be a member of a local Evangelical* Christian church
- *Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.

****Please apply using the link for “Faculty Applications” on the OBU website at <https://www.okbu.edu/hr/jobs.html>**