



**Job Title:** Leadership Education Adjunct Instructor

**Department:** Academics

**Position reports to:** Chair, Leadership Studies Department

**Full-time/Part-time:** Part time

**Dates:** August 24, 2022 to January 23, 2023

**Position Summary:**

The Leadership Education Instructor position is a semester-based contract, more than one position may be available. Contracts are one semester in duration and are not a guarantee of future contract offerings. The Leadership Education mission at St. John's Northwestern Academies (SJNA) is to enhance the ability of students to perform effectively as principled leaders. This position requires individuals committed to quality instruction, primarily educating the Academies' military cadets. Additionally, a Leadership Education Instructor position may be available for the institution's Prefect Academy, which uses the student governance leadership model. Since these are part-time positions, the instructors must be available for at least one or two daily (Monday – Friday) academic periods. Professional educators, military retirees, veterans, and currently serving Reserve Component (Reserve or National Guard) members from all services are encouraged to apply. In addition to teaching duties, individuals may be requested to perform additional duties, subject to their availability.

**Position Specific Requirements**

- Provide high-quality instruction and content appropriate to the class and learning outcomes.
- Motivate and inspire students to engage in course content and achieve at the highest academic level possible.
- Provide students with timely and constructive feedback on course assignments.
- Maintain a high level of personal bearing and compliance with the faculty's behavior and dress codes.
- Adhere to departmental requirements for learning outcomes, text/course materials, and assessment protocols.
- Conduct class as scheduled.
- Ensure timely management and response to electronic correspondence from students, administrators, and other school officials.
- Partner with Academic Advisors to address student concerns.
- Maintain and submit accurate and timely reports for student grades/progress.
- Maintain grade records in required student information systems.

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**Required Skills/Abilities:**

- Commitment to service, assisting students, faculty, and staff by enhancing the learning environment.
- Ability to interpret and present an established curriculum and attention to detail is necessary in order to interpret academic information regarding policies and graduation requirements accurately.
- Ability to set goals, to prioritize and organize tasks and workload in order to complete assignments in a timely manner.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate concepts orally and written before groups of students, faculty, or staff.
- Ability to keep all matters regarding students confidential.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work effectively with people, specifically a diverse student population.

**Education/Experience:**

- Bachelor's degree preferred, Master's degree desired.
- Exceptions are possible and determined on a case-by-case basis for applicants with significant work experience in the relevant field, an Associate's degree, or a graduate from a senior-level Professional Military Education course.

Interested applicants should email inquiries and their resume to: [careers@sjnacademies.org](mailto:careers@sjnacademies.org)