

Job Title: IEP Adjunct Instructor

Location: Mississippi College, Clinton, Mississippi (On-Campus)

Department: International Institute

Supervisor: Richard Ladner, Director, International Institute

Position Summary:

The Intensive English Program (IEP) Adjunct Instructor's primary role is to provide classroom instruction and support to the IEP Program Coordinator and Instructor.

1. **Teaching:** Teach 4 hours of ESL Listening, Speaking, Reading, and/or Writing skills per week (classroom instruction takes place Monday through Thursday).
2. **Instructional Preparation and Grading:** In collaboration with the IEP Instructor and Coordinator, prepare lessons, grade lessons, and collaborate to ensure materials meet overall learning objectives for IEP students.
3. **Compliance:** Ensure compliance with federal, state, and MC regulations, maintain best practices in English language learning and education. Remain aware of developing trends and current events worldwide that may impact international students.
4. **Supervision and Management:** Provide effective and measured leadership to any subordinate staff, student workers, and volunteers. Foster a collaborative and inclusive work environment that encourages professional growth and development.
5. **Other:** Other duties as assigned.

Qualifications:

1. Bachelor's degree in TESOL, Linguistics, English, or similar required.
2. Experience teaching English as a second language.
3. Minimum of one year of experience in working with international students in an educational setting.
4. Excellent communication, interpersonal, and organizational skills.
5. Ability and willingness to work collaboratively with people from a variety of backgrounds and beliefs.

Application Process:

Interested candidates should submit a cover letter, resume, and contact information for three professional references via the online application portal at MC Jobs. Review of applications will begin immediately and continue until the position is filled.

About Mississippi College:

Mississippi College, founded in 1826, is a private Christian university dedicated to excellence in teaching, learning, and service. The college is committed to fostering a diverse and inclusive campus community and advancing global education. The International Institute plays a vital role in promoting cross-cultural understanding and international engagement at Mississippi College.