

**Rockingham Community College  
Sociology Faculty**

<b>Division/ Department</b>	<b>Arts and Sciences</b>	<b>Level</b>	
<b>Term of Employment</b>	9 month	<b>Revised</b>	September 2013
<b>Supervisor</b>	Department Chair of Social Sciences and Early Childhood Education	<b>Classification</b>	Curriculum faculty, full-time, exempt

**Job Summary**

Provide instruction in Sociology courses; develop instructional and evaluation materials; advise and register students; serve on college committees; participate in appropriate college functions; and serve as resource person for the Arts and Sciences Division.

**Job Duties**

**Instruction**

1. Prepare and teach assigned courses in accordance with course outlines and published course schedule.
2. Teach courses on and off campus as well as distance courses as needed.
3. Test and evaluate student performance and maintain accurate records for student progress and attendance.
4. Prepare, review, and update course syllabi and provide a copy to students and the Office of Academic Affairs.
5. Participate in development, implementation and evaluation of curriculum.
6. Assist in student recruitment, advising, and registration.
7. Post and maintain a minimum of 5 office hours weekly, for advising and academic counseling.
8. Mentor adjunct instructors as assigned.
9. Serve on college committees and participate in curriculum advisory meetings.
10. Requisition and maintain instructional supplies and textbooks, and equipment.
11. Participate in on-campus and off-campus activities including graduation.
12. Provide and evaluate instruction and instructional material as required.
13. Submit all college reports in an accurate timely fashion.
14. Attend college, faculty, and divisional meetings.
15. Participate in professional development opportunities.
16. Establish and maintain effective working relationships with students, faculty, staff, and others.

Perform other related duties incidental to the work described herein.

**Qualifications Required**

<b>Education</b>	Master's or doctorate degree in Sociology or closely related field with 18 graduate hours in Sociology.
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<b>Knowledge and Skills</b>	Three years of successful college level teaching experience. Excellent oral and written communication skills. Strong interpersonal skills. Computer skills including word processing applications and software course management systems.
<b>Physical Demands</b>	
<b>Licensing Requirement</b>	
<b>Qualifications Preferred</b>	
Eighteen graduate hours in another discipline. Community college teaching experience.	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	