



**OAKWOOD UNIVERSITY**  
**EMPLOYEE SERVICES**

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Online Adjunct Faculty

**DEPARTMENT:** Graduate Education & Online Learning

**STATUS:** Part-time; Temporary

**JOB SUMMARY**

Oakwood University is seeking candidates for online Adjunct Faculty for its Master of Business Administration and Master of Public Health programs. The mission of Oakwood University, a historically black Seventh-day Adventist institution, is to transform students through biblically-based education for service to God and humanity. The Graduate Education and Online Learning Department seeks individuals with academic credentials in the following areas to teach graduate students online:

- Leadership
- Management
- Business Administration
- Accounting
- Finance
- Business Ethics
- Research
- Public Health
- Nutrition and Wellness
- Epidemiology
- Environmental Health
- Biostatistics
- Grant Writing
- Program Planning and Evaluation

**QUALIFICATIONS**

- Doctoral Degree in the subject area or a related field
- At least 5 years of experience in an appropriate organizational work setting
- Prior teaching experience in a graduate or undergraduate program
- Prior online teaching experience preferred
- Excellent written and oral communication skills



**God First**

**7000 ADVENTIST BOULEVARD NW . HUNTSVILLE . ALABAMA 35896 .**  
**hroffice@oakwood.edu (256) 726-7274 .**

- Successful completion of Oakwood university's Online Teaching Certification Course, Online Faculty Orientation and D2L Training
- Ability to perform basic computer operations with high speed Internet access

**BRIEF DESCRIPTION OF DUTIES:**

- Teach assigned online courses as specified in the course schedule and contracted teaching agreement.
- Secure assigned instructional materials.
- Employ best practices for course preparation and set-up as prescribed in the Oakwood University Online Faculty Handbook.
- Provide students with a course syllabus that includes student and program learning outcomes, teaching methodology, and other institutional policies, texts and supplemental readings, assignments and deliverables, timelines and evaluation criteria.
- Deliver course content using a variety of engaging teaching styles that demonstrate real-world applications of concepts covered.
- Observe and evaluate student performance, including the achievement of student and program learning outcomes through assignments, projects, discussions, quizzes or examinations and complete all grading by deadlines established by the University.
- Provide feedback in a timely manner on student progress.
- Conduct real-time virtual office hours using audio and video technology at a designated time during each course term.
- Encourage students to submit course evaluations, review course evaluations when available and use feedback to improve course delivery.
- Recommend revisions and updates to course content as needed.
- Meet with the respective Dean or Program Director as needed to discuss all aspects of the online teaching assignment.

**SALARY:** Commensurate with education and experience.

**POSTING DATE:** **Immediately**

**CLOSING DATE:** **Ongoing**

**HOW TO APPLY:** **Interested persons must submit employment documents by email:** application, resume and copy of diploma/copy of transcript to [hroffice@oakwood.edu](mailto:hroffice@oakwood.edu) \_Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located online at [www.oakwood.edu](http://www.oakwood.edu) under [Human Resources](#). All employment documents must be attached to the email. Incomplete employment documents will not be reviewed. You will receive an automatic reply upon receipt of your email.



Oakwood University participates in  E-Verify

◆ OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER ◆

◆ *God First* ◆

7000 ADVENTIST BOULEVARD NW . HUNTSVILLE . ALABAMA 35896 .  
hroffice@oakwood.edu (256) 726-7274 .