

Job Title: Adjunct Instructor, Chemistry

Division: Allied Health

Position Summary:

Manor College is seeking a qualified Adjunct Instructor to teach undergraduate chemistry courses. The successful candidate will be responsible for delivering engaging and effective instruction, fostering a positive learning environment, and contributing to the academic success of our students. Previous teaching experience is preferred.

Course Offerings:

- CH101 Section K
 - This is a 4-credit lecture. Both lab sections are 0 credits, and the final grade for the courses is combined for the students' final grade for Fundamentals of Chemistry I
 - Mo, We 9:25AM - 10:40AM
- CH101L Section E
 - Mo 10:50AM - 12:40PM
- CH101L Section L
 - We 10:50AM - 12:40PM

Duties and Responsibilities:

- Instructs students in chemistry concepts, algebraic equations, and labs.
- Develops and implements instructional plans compatible with the allied health curriculum.
- Administers chemistry assessments to students and provides a report with results.
- Establishes clear assignments, teaching lectures, and/or lab sections; summarizes the main point(s) of the lesson at the end of the lesson and/ or instructional activity.
- Provides timely and constructive feedback to students on their academic progress.
- Holds regular office hours or is available for student consultation.
- Responds to student inquiries and provides academic support.
- Adheres to all college policies and procedures.
- Maintains professional communication with students, faculty, and staff.
- Promotes and upholds Manor's Catholic Basilian Mission.
- Performs other duties as assigned.



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Qualifications:

- Master's degree in Chemistry from an accredited college or university.
- Experience in teaching and laboratory teaching at the college level is preferred.
- Strong interpersonal and written communication skills.
- Commitment to working with the diverse population.
- Proficient in standard software applications, including Microsoft Office, Gmail, Navigate, Canvas, etc.

Additional Information:

Background checks will be completed as required by law or Manor College policy and procedures.

To Apply:

Qualified individuals should email their resume, including a cover letter, to the attention of Human Resources at jobs@manor.edu

Confidential screening of applications will continue until the position is filled.

Equal Opportunity Statement: Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth, and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.