

**RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT**



**Campus-wide Adjunct Support  
Coordinator**

*30% Release Time*

**Closing Date: May 30, 2024**

**Objectives of Assignment:**

Implement an efficient and sustainable support program for all GCC adjunct instructors so that they become aware of GCC services and are knowledgeable of initiatives and programs across campuses. Set mechanisms to help guide adjunct faculty when needed and connect them with campus community members. As a result, adjunct faculty in all disciplines and divisions will be better able to serve students, have an enhanced sense of belonging, and make connections across the greater campus community.

**Description of Assignment:**

To achieve the goal of an efficient and sustainable support program for GCC adjunct instructors, the Coordinator will create and update support materials, coordinate efforts to provide professional development and training opportunities, work to build community for adjunct faculty at GCC, support incoming adjuncts with orientation and smooth onboarding, and coordinate efforts with various entities/departments/disciplines across campuses to provide support and guidance for all adjuncts.

**Supervision Exercised and Received:**

Supervision provided by Student Equity and Achievement Program Manager

**Tasks and/or Activities Required:**

1. Update and maintain the website for adjunct instructors.
2. Use technology as needed to disseminate information (i.e. Canvas)
3. Stay abreast of GCC initiatives, activities, and resources in order to ensure adjunct faculty are well supported and in the know of all things GCC.
4. Collaborate with the Professional Development Committee to ensure adjunct faculty needs are being met and to encourage adjunct faculty to participate in GCC PD activities.
5. Coordinate professional development for adjunct faculty, including implementation of workshops that address best practices and diversity, equity, and inclusion.
6. Collaborate with Human Resources to coordinate and carry out orientation sessions at the beginning of each semester for adjunct faculty.
7. Hold weekly adjunct support office hours open to all adjuncts.
8. Evaluate programming efforts and make adjustments as needed.
9. Work closely with the SEA Program Manager to submit requisitions, timesheets, and other necessary items and ensure compliance. Maintain expenditure reports and monitor spending of funds

10. Maintain records, keep track of participation, and create reports as needed.
11. Present updates about the program to various entities across campuses as needed (i.e. committee meetings, faculty meetings, etc.)
12. Provides guidance and support to all adjunct faculty as needed.

**Preferred Qualifications:**

- Awareness of issues facing adjunct instructors
- Sensitivity to differing needs of GCC academic divisions
- Awareness of campus resources and professional development opportunities
- Experience and knowledge of updating content on the GCC website

**Stipend and/or Released Time:**

- 30% released time fall and spring terms
- winter/summer hours subject to review and approval by the Student Equity & Achievement Program Manager

**Term of Assignment:**

Three (3) years subject to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit an application and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the  
**Office of Human Resources**

**CLOSING DATE: May 30, 2024**

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*



*APPLICATION FORM*

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**Closing Date: May 30, 2024**

Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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