



# UNIVERSITY OF DALLAS

*The Catholic University for Independent Thinkers*

## Employment Opportunity

Date Posted: 7 December 2015

JOB NUMBER: 0000064UD

POSITION: Adjunct Instructors (PART-TIME) As Needed\*\* **See summary for courses**

If interested in an adjunct teaching position in the future, please complete an application for consideration.

DEPARTMENT: School of Ministry

SUMMARY: Instruct assigned Continuing Education Courses, undergraduate and/or graduate level courses. Course areas may include: **Canon Law, Catechesis, Church History, Ecumenism & Inter-Religious Dialogue, Evangelization, Missiology, Moral Theology, Pastoral Theology, Philosophy, Sacraments, Scripture, Social Doctrine, Systematic Theology, and Theological Reflection.**

RESPONSIBILITIES:

- Prepare and deliver lectures to undergraduate and/or graduate students.
- Invite, facilitate, and moderate classroom.
- Evaluate and grade student assignments and papers.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise course content, course materials, and methods of instruction.
- Must have familiarity with contemporary technology to teach online classes.
- Be available to advise and assist students.
- Communicate with students via email as necessary to provide necessary guidance and assistance.
- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences.
- A willingness to seek a mandatum.
- Perform additional duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Master's degree with at least 18 graduate credit hours in teaching area.
- Experience teaching theology/ministry related courses at the undergraduate and graduate levels.
- Excellent oral and written communication skills.
- Strong presentation skills and a clear understanding on the discipline.
- Significant pastoral skills.
- Knowledge and practice of a variety of instructional methods and technology that ensure successful student learning. Experience with experiential learning.
- Ability to work well in a collaborative work environment.
- Demonstrated commitment to diversity, equity, inclusion, and student success.
- Fluency in Spanish required for some classes.

COMPENSATION: Compensation will be based on experience and qualifications within an established pay range.

EMPLOYMENT ELIGIBILITY: All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

APPLICATION PROCEDURES: All applications should be submitted online at:  
<https://hr.udallas.edu/apply/>

Specific inquiries regarding this posting can be emailed to: [facultysearch@udallas.edu](mailto:facultysearch@udallas.edu).

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