CROWDER COLLEGE
POSITION DESCRIPTION

Status: FT, 9 months	Title	GRAPHIC DESIGN INSTRUCTOR
Revised: 4/3/2019	Department	FINE ARTS
Level: Faculty	IPEDS	FACULTY
FLSA: Exempt	Reports to	DIVISION CHAIR

POSITION SUMMARY

Teach graphic design (GD) courses as assigned by the division chair and in keeping with the guidelines listed below. Assignments may include all delivery methods (traditional, online, and hybrid). These may include, but are not limited to, beginning level studio classes GD 1 in Illustrator and GD 2 in Photoshop, History of GD and its many styles, and advanced levels of studio classes GD 3 in InDesign & Web, GD Animation, Typography, and GD 4 in Portfolio & Professional Development. Assist students with advising as needed and coordinate the Design curriculum.

MAJOR FUNCTIONS

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Devote full time and energy to maximize student learning outcomes.
2. Continue learning through professional development activities.
3. Be role models for learning behavior.
4. Include students in all facets of instruction, guidance, and academic association.
5. Maintain confidential relationships with respect to student information.
6. Respect student thought.
7. Select appropriate texts and other course materials in conjunction with the appropriate division chair. Selection of materials should be reported to the bookstore by the prescribed deadlines.
8. Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
9. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chairs and Associate VP each semester.
10. Return evaluated student exams and papers in a timely fashion.
11. Maintain grades and class status information.
12. Submit required reports by deadlines.
13. Meet classes at the listed times.
14. Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons.
15. Serve on institutional committees as needed.

16. Support college activities.
17. Complete faculty evaluations within prescribed guidelines.
18. Teach 15 credit hours as a regular load during the fall and spring semesters.
19. Perform departmental and divisional responsibilities.
20. Dismiss classes only with prior approval from the division chair and/or AVP.
21. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.
22. Must attend graduation ceremonies

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Master's degree required with a minimum of 18 hours in the art area; MFA in Graphic Design preferred.
2. Experience in teaching preferred, with preference given to those with teaching experience at the college level.
3. Experience in creating artwork for one of the many Graphic Design Industries preferred.
4. Excellent communication and interpersonal skills.
5. Ability to plan, organize, and implement responsibilities effectively.
6. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
7. Strong Creative Problem Solving and conceptual skills, working knowledge of Typography, compositional principles, and communication skills in a visual format.
8. Ability to use Microsoft Office and Windows. Working knowledge of Blackboard and Smartboard technology is a plus. Ability to use Macintosh Operating Systems. Ability to use scanners, printers and any other design related technologies that may be implemented into the program like Wacom Tablets or similar technology. Ability to run and maintain a Design Lab.
9. Adobe Creative Cloud professional proficiency is required, including such programs as: Illustrator, Photoshop, InDesign, After Effects, Premiere Pro, & Acrobat. Additional program knowledge is needed such as prototyping programs like Figma, Sketch, or Adobe XD. Proficiency with WYSIWYG platforms such as Wix or Weebly is a plus. Additional web design platforms such as Webflow would also be an asset. Basic HTML and CSS Knowledge a plus.
10. Information Technology Abilities required:
    - Ability to operate a personal computer using the Windows environment.
    - Ability to understand operating a personal computer within the Crowder College Network environment.
    - Ability to use E-mail.
    - Ability to perform basic student database functions.
    - Ability to use Microsoft Office and Windows. Working knowledge of Blackboard is a plus.
    - Ability to perform basic word processing using MS Word.
    - Ability to perform basic presentation functions using MS PowerPoint.

EQUIPMENT/SOFTWARE

1. Operate standard office computers and software.
2. See above Information Technology abilities.

POSITIONS SUPERVISED

Graphic Design Adjunct Faculty.

WORKING CONDITIONS

1. Generally indoors in a normal office, classroom, or studio environment.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Must be able to perform physical duties of instructing in a working studio environment, with some exposure to noise, dust, and chemicals.
2. Input, access and distribute information using computers.
3. May have to lift up to 50 pounds.
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.