



**POSITION ANNOUNCEMENT**  
**Adjunct Instructor – English**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a part-time *Adjunct Instructor* in College Writing for its English and History department on the Mount Vernon main campus.

**Responsibilities for this position include:**

- Adequately prepare all course materials and lessons (note that preparation time will vary based on instructor experience in teaching that course)
- Provide each student with clear course expectations, evaluations and timelines through carefully written topical outlines and approved, standardized syllabus
- Provide interesting and relevant assignments for students that demonstrate learning outcomes in a real-life setting
- Suitably challenge, engage, serve and communicate with students to encourage their participation and learning while maintaining mutual value and respect
- Complete grade books, final grade sheets, learning assessments and final exam assessments in a timely manner
- Respond to student questions in a timely manner
- Identify and refer at-risk students to specific academic support services
- Ensure course and program learning outcomes are delivered as defined by the syllabus

**Expectations for the successful candidate:**

- Evangelical Christian confession of faith and experience (Statement of Faith required at application)
- Candidate must have obtained at least a conferred Master's Degree from an accredited U.S. college/university or international equivalent; additional requirements driven by state licensing or accreditation considerations may apply
- Proficiency in Microsoft Office
- Expertise in interpersonal and oral presentation/written communication skills
- Engaging classroom style and appreciation of successful instructional approaches for a range of academic abilities

Interested candidates should send a curriculum vita, names of three references with contact information, a one to two-page statement of educational philosophy, a one to two-page statement of faith, and copies of university transcripts to:

**Dorothea Hawthorne, Ph.D., Chair  
Department of English and History  
Mount Vernon Nazarene University  
800 Martinsburg Road  
Mount Vernon, Ohio 43050**

Or electronically to: [Dorothea.Hawthorne@mvnu.edu](mailto:Dorothea.Hawthorne@mvnu.edu)

Prior to a final offer of employment, the selected candidate will be required to submit to a background check including, but not limited to, employment verification, educational and other credential verification and criminal background check. Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).