History & Political Science – Visiting Assistant Professor

Qualifications:
- Earned doctorate.
- Must show strong promise of effectiveness in teaching (including advising), creative or scholarly achievement, and valuable service to the University, community, and/or profession.
- Must be able to work with little or no supervision.
- Must be able to make decisions supporting the department’s mission and goals.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
- Must have excellent communication skills, oral and written.
- Must have interpersonal skills, and the ability to work within a culturally diverse organization.
- Must have a high level of professional appearance and demeanor.
- Ability to maintain a high level of confidentiality.

Areas of Expertise:
- American Government and Politics
- Public Administration
- Urban Government and Politics
- Methods and Statistics

Essential Duties and Responsibilities:
Conducts University courses for undergraduate students by performing the following duties:
- Responsible for teaching during the fall and spring semesters. Responsible for teaching four preparations in each of the two semesters.
- Prepares and delivers lectures to students.
- Stimulates class discussion.
- Compiles, administers, and grades examinations, or assigns this work to others.
- Conducts research in particular field of knowledge and publishes findings in professional journals.
- Performs related duties such as advising students on academic and vocational curricula, acting as an adviser to student organizations, formal and informal instruction, tutorials, counseling students, original work or research, preparation of new courses, and service on various campus committees.
- All other relevant duties as assigned.
Working Conditions:
Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.