**Position Description**

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| **Position Title:**  | Assistant Professor – Web/Graphic Design | **Location:**  | Main campus |
| **Department:** | Graphic Design | **Reports To:** | Division Chair |
| **Division:** | Instruction | **FLSA Status:** | Exempt |

**SUMMARY**

This position is responsible for providing instruction and serving as advisor to students enrolled in the Graphic Design Program each semester and possibly during NIC’s six-week summer session. Areas of instruction may include Web Development basics and advanced techniques, Web Usability, Interaction Design/Prototyping, Social Media Design Strategies, UX, PhP and JavaScript for Designers, and Modern Web Technology.

### Essential Duties and Responsibilities

This list includes but is not limited to the following:

* Teaches a minimum of 15 equivalent credit hours per semester as assigned and maintains additional weekly contractual hours, including a minimum of five office hours, five campus hours and five discretionary hours divided between office and campus hours for a total of 30 hours on campus per week.
* Utilizes non-traditional delivery methods including Internet, IVC, Zoom, and/or Canvas.
* Selects appropriate learning resources for students being mindful of cost for the student, prepares class presentations and handouts for electronic distribution and prepares a syllabus per semester for each course.
* Evaluates student learning outcomes according to description in the syllabus and delivers grades to the registrar on time.
* Receives training and keeps skills current in using the electronic and physical equipment and software necessary to accomplish teaching and advising responsibilities.
* Advises students using the recommended procedures as outlined in the College Advising Handbook.
* Identifies student-learning outcomes; develops process and tools for assessment; incorporates results in order to modify instruction and materials in general education, degree program, course cluster, and/or certificate program, in coordination with colleagues.
* Participates in student recruitment, curriculum development, and serves on college committees.
* Places and supervises Web Design student interns.
* Stays abreast of new developments in the web design and graphic design industries.
* Receives training in and keeps skills current in using the electronic and physical equipment and software necessary to accomplishing teaching and advising responsibilities
* Provides mentorship for adjunct faculty and orients associate faculty as needed.
* Attends and participates in faculty meetings.
* Participates in professional development activities.
* Cultivates effective public relations with various community agencies/service providers and/or educational partners.
* Demonstrates a commitment to the philosophy and mission of a comprehensive community college.
* May teach evenings and/or weekends.

**Marginal Duties**

* Performs other duties as assigned

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience:**

Associate’s Degree in Graphic Design, Web Design, or a related field plus a minimum of five years of experience as a full-time graphic/web design professional is required. Bachelor’s Degree in Graphic Design, Web Design, or related field preferred. Demonstrated sensitivity to the needs of students, faculty, and staff from multi-cultural backgrounds. Prior teaching experience in higher education preferred.

**Certificates, Licenses, Registrations:**

* Must possess or be able to obtain Idaho state professional technical teaching certification.

**Knowledge, Skills and Abilities**

Proficient skills in the following: hardware and software applications:

* Excellent oral and written English communication skills
* Ability to use a personal computer and associated peripherals and current version of Apple Operating system, Adobe Creative Cloud and Microsoft Windows and Microsoft Office, Internet, and alternative delivery systems (e.g., internet and interactive video) at a proficient level.
* Ability to operate standard office equipment including phone and copier

**Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, copier, printer and computer.

January 2024