



# UNIVERSITY OF DALLAS

Adjunct Instructor

Job Number: 000064UD

## Neuhoff School of Ministry

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### WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

### SUMMARY

UD's Neuhoff School of Ministry seek adjunct faculty to instruct assigned undergraduate and/or graduate level business courses. Course areas may include: **Canon Law, Catechesis, Church History, Ecumenism & Inter-religious Dialogue, Evangelization, Missiology, Moral Theology, Pastoral Ministry, Philosophy, Sacraments, Scripture, Social Doctrine, Systematic Theology, and Theological Reflection.**

### PRIMARY RESPONSIBILITIES

- Prepare and deliver lectures to undergraduate and/or graduate students.
- Invite, facilitate, and moderate classroom discussion.
- 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.
- 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.

### MINIMUM REQUIREMENTS

- Master's degree with at least 18 graduate credit hours in teaching area (undergraduate-level courses).
- 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.



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- Knowledge and practice of a variety of instructional methods and technology that ensure successful student learning. Experience with experimental 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.
- Must have familiarity with contemporary technology to teach online classes.

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

**The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.**