

## Spanish Professor Job Description

**Reports to:** Academic Dean

**Category of Employment:** Adjunct Professor, part-time

**Length of Course:** 12 weeks

**Hours:** flex schedule but requires synchronous discussion time each week

**The mission of Catholic Distance University is to communicate the mind and heart of the Church in a digital world.**

### **Position Summary:**

To prepare, teach, and evaluate students in a **bachelor's level university course** for competence in a Spanish for Ministry course, including teaching aspects of Hispanic culture important for Church ministry.

### **Responsibilities:**

1. Creating an entry-level Spanish conversation course geared towards those in ministry.
2. Initiate a weekly discussion by 9 am EST on Monday of each week of the course.
3. Post grades for weekly discussions by 9 am EST of the following Tuesday.
4. Timeliness is required in answering student inquiries and responding to student needs related to the coursework.
5. Conducting, monitoring, and evaluating online interaction and discussion and supervising the online classroom.
6. Attending the CDU faculty webinar.
7. Holding a minimum of one office hour per week (ideally a live, interactive hour for students) and posting office hour time and contact information in the course syllabus and "instructor information" section of Canvas.
8. Completing course evaluation and maintaining contact hour calculator worksheet.
9. Entering final grades in the CAMS student record system.
10. In preparation for a course that takes place no later than two weeks before a given course is scheduled to run, CDU faculty are responsible for:
  - a. Performing quality assurance on the latest instance of the course to ensure that hyperlinks are in order, the syllabus and assignments are up to date, quiz questions are correct, and final exams are correct.
  - b. Updating assignment due dates and confirming assignment parameters in Canvas for all assignments, including discussions, quizzes, term paper/paper proposals, etc.

- c. Updating courses taught each time so that courses fully reflect current knowledge and the *status questionis* in the subject matter, take full advantage of any and all technologies to maximize “presence” in course, and to best achieve learning outcomes.

**Qualifications and Requirements:**

1. **Education:** Ideally have a Master’s Degree in Spanish from an accredited institution.
2. **Experience:**
  - a. Must have familiarity with both Hispanic and American culture.
  - b. Must be fluent in both Spanish and English.
  - c. Must have experience teaching.
  - d. Preferably have experience teaching online.
  - e. Preferably have experience leading effective ministry to Hispanic people of differing nationalities residing in the United States.
3. **A practicing Catholic** in good standing possessing knowledge of and fidelity to the teachings of the Catholic Church, supporting *Ex corde ecclesiae* and the Church’s mission of the New Evangelization.
4. A commitment to student support and success.

If interested please contact Dr. Peter Brown, Academic Dean at [pbrown@cdu.edu](mailto:pbrown@cdu.edu)