Jr. Adjunct Lecturer

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

Objective

Candidate with experience in student services, administration, student enrollment management and program management looking for a university level position in educational administration.

Skills

Strong Time Management, Human Resources Leadership.

Work Experience

Jr. Adjunct Lecturer

ABC Corporation - September 2001 – March 2003

- Taught a composition course that helped to develop critical and analytical skills in writing and reading of expository prose.
- Malcolm X College, Business Communication Taught a business communication course.
- Entailed applications of the fundamental processes of communication in business and professional procedurals such as critical thinking, job search.
- Ranged in a progressive series from basic listening to technical communication skills.
- Designed to assist students in producing an effective type of communication style with self-assured confidence.
- Teach Special Libraries course (fall semesters) Advisor for the student chapter of Special Libraries Association Teach Science & Technology Resources.
- Developed curriculum and taught multi-disciplinary course, Political Economy of Women in the US.

ADJUNCT LECTURER

Dept. Of Anthropology, SUNY College - 1999 – 2001

- o Teaching Teach 8 different Anthropology courses (100, 200, and 300 level), including classroom, lab, and travel courses Intro.
- to Cultural Anthropology, Intro.
- To Archaeology; Women and Gender in Prehistory; Incas and their Ancestors; Archaeology and Environmental Change; Understanding Stone tools; Peru-A Travel Course; Issues in Anthropology.
- Modified Anthropology curriculum Took initiative to help redress problem areas by redesigning required archaeology core course and creating four new 200+ level courses.
- Co-designed and co-taught the May 2016 Sustainable Susquehanna two-day faculty development workshop.
- o Service.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

MS in Leadership in Higher Education & Administration - 2007(Capella University - Minneapolis, MN)

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines