

ROBERT SMITH

Online Adjunct Faculty

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

A detail focused Online Adjunct Faculty with experience in areas such as faculty and student development, project management, teaching, curriculum management, business, research, compliance, management, leadership, consulting, organizational development, business communication, diversity, ethics, and customer engagement.

CORE COMPETENCIES

Computer Access, Planning Skills.

PROFESSIONAL EXPERIENCE

Online Adjunct Faculty

ABC Corporation - April 2013 – April 2015

Key Deliverables:

- Assessed and published feedback for each student and assignment.
- Provided input and feedback on selected textbooks, instructional resources, and electronic materials.
- Used digital learning technology including learning management systems (eg. Blackboard), publisher-provided digital resources, and other technology as required.
- Conducted classes in accordance with established course outlines and approved instructional materials.
- Guided students in their educational processes by referring them for assistance regarding their program/schedules, academic progress, specialized services within the University, and/or up-to-date information about educational/occupational opportunities.
- Assisted students with questions and in the completion of assignments as delineated in the course syllabus, including ADA accommodations.
- Accessed information on current issues through University communications (i.e. e-mail and print correspondence, website, and publications).

Online Adjunct Faculty

Delta Corporation - 2009 – 2013

Key Deliverables:

- Courses taught Organization Behavior This course provides an introduction to fundamental concepts and applications of individual, group, and organizational behavior in the workplace.
- Topics include foundations of organizational behavior, perception and individual decision making, values, attitudes, the foundations of group behavior, understanding work teams, and organizational dynamics.
- Business Ethics This course introduces students to contemporary ethical issues in business, ethical decision-making strategies, and the laws which shape the ethical behavior of business organizations and their employees.

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- Critical thinking and the application of ethical principles in the workplace are emphasized.
- This course has a heavy writing component.
- Students may be required to work in groups.
- Instructed online classroom business and education students in various courses at the university level.

EDUCATION

- BS In Education Leadership