



# JOB DESCRIPTION

<b>POSITION:</b>	University Seminar Instructor
<b>DEPARTMENT:</b>	Academic Success & Retention
<b>REPORTS TO:</b>	Director of University Seminar
<b>FLSA STATUS:</b>	Non-Exempt
<b>EMPLOYMENT TERMS:</b>	1 semester

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**PRIMARY DUTY:** University Seminar is seeking instructors for the fall 2024 semester. University Seminar is a key element in the university's mission for the first year experience. Instructors play a vital role in helping students achieve academic success and co-curricular engagement during their first semester at Northwest. The mission of the first year experience includes:

1. Fostering resiliency and courage
2. Expecting personal responsibility
3. Embracing a rigorous general education curriculum
4. Helping students make connections within the Northwest community
5. Educating students about campus resources
6. Facilitating the development of a plan for academic success
7. Promoting diverse growth opportunities and open-mindedness

**ESSENTIAL FUNCTIONS:**

1. Instructors will be expected to commit the time and energy necessary to support student success, including participating in professional development sessions and collaborating with a peer advisor to plan and implement meaningful learning activities.
2. Instructors must select and oversee a peer advisor that meets the scholarship criteria and is able to foster peer-to-peer connections. Peer advisors are a vital component of University Seminar. However, a peer advisor should not be expected to lead or supervise more than three class periods, without consent of the University Seminar director.
3. Instructors must be proficient using Northwest Online for class resources and recording student grades.
4. To ensure consistency in the University Seminar program, instructors must cover the required curriculum topics outlined by the University Seminar committee.
5. Instructors are required to submit 5-week, midterm, and final grades through the appropriate channels, according to the deadline set by the University.
6. Instructors are also expected to contribute to efficient program administration by responding to communication in a timely manner, submitting an electronic copy of their course syllabus, and providing other materials as requested.
7. University Seminar instructors participate in the University's retention efforts through student outreach, support, and communication of timely announcements.

**MINIMUM QUALIFICATIONS:**

- Education: Master's degree (or higher)
- Experience: Employed at Northwest for at least one year by August 2024
- Other: Approval from chair/director/supervisor prior to submission of application

**WORKING CONDITIONS:** Collaborative team-based faculty/staff and peer advisor working in an academic environment.

*This job description is not a contract of employment. Unless otherwise agreed in writing signed by the Board of Regents and subject to any applicable law, all University employees are employed on an at-will basis. Northwest Missouri State University reserves the right to alter the job description at any time without notice. Northwest is an Equal Opportunity Employer.*

**SUPERVISORY RESPONSIBILITIES:** University Seminar instructors must select and oversee a peer advisor that meets the scholarship criteria and can foster peer-to-peer connections. Peer advisors are a vital component of University Seminar. However, a peer advisor should not be expected to lead or supervise more than three class periods, without consent of the University Seminar director.

**COMMUNITY:** Northwest Missouri State University is located in Maryville, Missouri, a community of 12,000 with a diverse economy and a strong industrial base. Maryville is located 45 miles north of St. Joseph, Missouri, and 90 miles north of Kansas City, Missouri. For more information visit the city's website at [www.maryville.org](http://www.maryville.org).

**UNIVERSITY:** With an enrollment of more than 7,200 students, Northwest is a coeducational, primarily residential four-year university that offers a broad range of undergraduate and selected graduate programs on its Maryville campus as well as its [Northwest-Kansas City](#) location at the Northland Innovation Center and through [Northwest Online](#).

Founded in 1905, Northwest places a high emphasis on profession-based learning to help graduates get a jumpstart on their careers. Students have opportunities to build their résumés with experiences on campus in nearly every area of study, including the [Horace Mann Laboratory School](#), [National Public Radio affiliate KXCV](#), the R.T. Wright Farm, [Mozingo Outdoor Education Recreation Area](#) or [Knacktive](#), a student-driven integrated digital marketing communications agency.

The University is a national model for student success and career placement. In addition, 96 percent of Northwest bachelor's degree earners and 99 percent of master's degree earners secure employment or continue their education within six months of graduation, according to the most recent data. [Zippia, a career website, names Northwest the best college in Missouri for getting a job.](#)

Furthermore, its vibrant and diverse learning community offers more than 150 student organizations, and [textbooks and a laptop are included](#) in tuition, which is [among the lowest in the nation](#), saving students an estimated \$7,200 over four years. Northwest also offers 1,200 student employment positions, allowing students to build professional skills through its internationally benchmarked student employment program. Designated the Missouri Arboretum, the Northwest campus was named one of the "[50 Most Amazing University Botanical Gardens and Arboretums in the U.S.](#)"

For more information about Northwest and its performance, visit [www.nwmissouri.edu](http://www.nwmissouri.edu).

**SALARY:**

1. Non-exempt staff have up to 100 clock hours to complete teaching responsibilities as a University Seminar Instructor.
2. All non-exempt employees are required to track additional duties on a secondary time sheet in the Web Time Entry system. All secondary jobs will be paid on the 2R hourly payroll, which is paid on the 10<sup>th</sup> of the month after the work is complete.

**APPLICATION DEADLINE: March 29, 2024 by 5 p.m.**

**DATE AVAILABLE: August 20, 2024**

**TO APPLY:** Complete the [online application](#)

Please contact Mr. Brian Swink, director of University Seminar, at [frsem@nwmissouri.edu](mailto:frsem@nwmissouri.edu) for more information.

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