



Online Adjunct Professor of Project Management (Graduate)

POSITION:	Online Adjunct Professor of Project Management (Graduate)
SUPERVISOR:	Director of the Center for Online Learning
DEPARTMENT:	Center for Online Learning
LOCATION:	Remote
JOB TYPE:	Part-time
GRANT-FUNDED:	No
SOC Code:	25-1081

General Job Description for Online Adjunct Professor of Project Management (Graduate):

Tiffin University is accepting resumes for potential openings as an Online Graduate Adjunct Professor for Project Management. The need for these positions is undetermined at this time and is dependent on operational needs, including enrollment and staffing. If a need arises, the department will select candidates from this post.

Applications will be accepted into the pool on an ongoing basis.

Applicants for adjunct positions will not be notified of their status unless they are contacted for a course assignment.

Major Duties and Responsibilities for Online Adjunct Professor of Project Management (Graduate):

- Teach online classes as needed in the Fall, Spring, and Summer semesters.
- Lead/participate in online discussions with students asynchronously.
- Instruct and supervise a diverse population of students in the classroom.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Ability or willingness to learn to manage class in an online learning modality.
- Maintain current knowledge of effective teaching methodologies and utilize a variety of instructional delivery methods, classroom media, and educational resources.
- Grading and providing detailed feedback on all assignments (critical thinking assignments and discussion board) within five days of the assignment due date. This includes in-depth feedback specific to critical thinking and writing.
- Actively responding to student emails and requests within 24 hours.
- Engage with students through electronic communications.
- Employs a positive and professional tone in all communications with students, staff, and faculty.
- Be a scholar in the area of Project Management
- Assist in efforts to recruit and retain students.
- Adhere to Tiffin University policies and procedures.

EXAMPLE COURSES:

- PMG510 Project Management Fundamentals
- PMG515 Project Risk Management



- PMG610 Project Leadership and Team Management
- PMG615 Project Budgeting and Cost Management

For course description information, please refer to the Tiffin University Academic Bulletin:

https://www.tiffin.edu/wp-content/uploads/2026_27-Academic-Bulletin.pdf

Qualifications for Online Adjunct Professor of Project Management (Graduate):

Education:

- Doctorate degree in course content area.
- Evidence of competence in the area of instruction.
- Maintain expertise appropriate to teaching responsibilities.

Other:

As an adjunct, faculty will not be asked to teach every semester but will be asked to teach based on the schedule of courses and instructive strength with student success. Tiffin University courses are pre-built by subject matter experts (SMEs), and the adjunct faculty's role is to assess and facilitate student progress through the course.

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