



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 2/12/2024
Revised on: 2/25/2026

Job Title	Salary Schedule	Grade	Job No.
ORIENTATION INSTRUCTOR	D1		ID9823
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Teaching and Learning	Exempt	No	Yes

JOB SUMMARY: The Orientation Instructor is responsible for the planning, preparation, course design, presentation, evaluation of classroom instruction, program oversight, and related activities for the College's Orientation to College courses and program.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Master's degree from an accredited institution **from an approved U.S. Department of Education accredited institution** required.
- ◆ Degrees, certifications, or documented experience in areas related to counseling, advisement, classroom instruction, career services, learning resources, and/or student services preferred.
- ◆ Experience incorporating multi-media instructional techniques into curricula, including instructional technology for web-based teaching and course management utilizing a learning management system (LMS) is preferred.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Commitment to quality instruction within a community college setting.
- ◆ Teaching, counseling, or advising experience within a community college setting.
- ◆ Excellent organizational skills.
- ◆ Competency in the use of current educational technologies.
- ◆ Experience with the use of current distance education technologies.
- ◆ Excellent oral, written, and interpersonal skills.
- ◆ Commitment to the mission of a comprehensive community college.
- ◆ Experience working with diverse populations.
- ◆ Effective problem-solving skills.
- ◆ Excellent customer service skills.
- ◆ Ability to work independently with little or no supervision required.
- ◆ Ability to work collaboratively in a team setting.
- ◆ Experience with successful event and/or program planning and execution skills.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Teaches courses/contact hours as assigned.
- ◆ Conducts instruction in a wide variety of settings and time frames, to include day, evening, and weekends as well as both on and off campus.
- ◆ Recruits, trains, and retains additional Orientation to College instructors and presenters to ensure the success of a robust program leading to increased student success and completion.
- ◆ Assists in the evaluation of orientation instructors and presenters regarding the delivery of orientation instructional content and effectiveness with student interaction and communication.
- ◆ Serves as the lead orientation instructor regarding planning of instruction, preparing and designing course materials, ensuring the successful achievement of learning objectives, maintaining the orientation syllabus templates, ensuring regular updates to course content and processes, and working to overcome barriers students may be experiencing preventing them from successful orientation program completion.
- ◆ Ensures that the Orientation to College program meets all requirements as mandated by federal, SACSCOC, ACCS, or any other relevant external agencies.
- ◆ Serves as a faculty advisor.
- ◆ Responsible for ensuring Orientation to College programs are offered at all Gadsden State campus locations and participating dual-enrollment sites.
- ◆ Collaborates closely with instructors teaching WKO 101 courses as there is significant overlap of curriculum.
- ◆ Collaborates with all major college divisions, particularly the instructional divisions of health sciences and workforce development, to ensure that students enrolled in the orientation program is receiving the most relevant and current information on student services, program offerings, admission requirements, career opportunities, College policies and procedures, campus safety, and information technologies.
- ◆ Completes projects as directed by a supervisor.
- ◆ Responds to student inquiries in a timely manner through approved College communication channels (email, telephone, LMS, etc.).
- ◆ Assigns grades and provides substantive feedback for assignments and assessments in a timely manner.
- ◆ Participates in regular meetings and faculty development opportunities.
- ◆ Provides support to students seeking assistance with the College's student services as they progress through the Orientation to College program.
- ◆ Develops and implements new curriculum in line with the needs of the program participants.
- ◆ Utilize various educational software platforms including (but not limited to): Learning Management Systems, Tutoring Software Platforms, Microsoft Office, Ellucian Software Products, Respondus LockDown Browser, Virtual Conferencing Software Solutions, Video Creation and Hosting, Library Research Databases, etc.
- ◆ Maintains all student records and reporting at-risk students to appropriate College departments and personnel.
- ◆ Participates in outreach and recruitment to increase participation in the Orientation to College and other student support programs by attending events, speaking to classes, creating flyers, and using both social media and web design software.
- ◆ Participates in and completes all department and institution professional development initiatives.
- ◆ Maintains up-to-date trends and research regarding community colleges, workforce development, instructional methods, instructional technologies,
- ◆ Maintains familiarity and up-to-date knowledge regarding the College's mission and institutional goals, existing programs, new program initiatives, program admission requirements, and any other information to help support student needs.

- ◆ Contributes to planning and development processes through appropriate mechanisms and channels.
- ◆ Participates in professional activities that contribute to the educational goals of the College and its constituents.
- ◆ Performs professional responsibilities in accordance with pertinent goals, missions, and plans of the College, division, and program.
- ◆ Participates in the marketing, recruitment and retention of students, faculty and staff.
- ◆ Performs a productive full day's work.
- ◆ Ensures that service to students and the general public is top priority.
- ◆ Demonstrates a considerate, friendly, respectful and constructive attitude toward fellow employees and students.
- ◆ Adheres to all College and System policies and procedures.
- ◆ Serves on committees.
- ◆ Performs clerical duties as needed.
- ◆ Complies with all policies of the Alabama Community College System, and the College.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date