

**About NewSchool of Architecture & Design:** NewSchool of Architecture & Design (NewSchool) is a globally recognized and awarded design university known for its forward-thinking professors, an inspiring campus community, and top industry connections and collaboration opportunities.

**Position Summary:**

NewSchool is seeking dynamic and qualified part-time instructors to serve as faculty in our Architecture program teaching AR501, Special Topics/Capstone Studio I. Appointments will be part-time and will be made on a term-by-term bases. NewSchool faculty members educate and provide learning opportunities for students through face-to face, blended, and/or online delivery methods. They promote and facilitate student success by creating an environment conducive to learning and student involvement.

**AR501 SPECIAL TOPICS / CAPSTONE STUDIO I**

This course, the first quarter of the final studio sequence prior to graduation, investigates a special topic studio project at the instructor's discretion before starting a capstone project over the final 2 quarters.

***All academic courses for the Fall 2020 quarter will be delivered solely online.***

**Responsibilities:**

- Prepare and deliver course content based on meeting course and program learning outcomes
- Assess student performance on papers/examinations/projects
- Monitor student progress and provide student support in the form of feedback, coaching, and academic assistance
- Foster student success by showing flexibility in style and delivery methods as well as exhibiting a passion for teaching and student interaction
- Manage the learning environment through effective record keeping (i.e. Attendance reporting on a class by class basis, submitting grades and assessment reports on time, and enforcing NewSchool academic and attendance policies).
- Attend at least one kick-off meeting with the Level Coordinator for that specific year of instruction.
- Communicate with academic leadership regarding student difficulties or issues that arise
- Report student outcomes and use this information for teaching and learning improvements
- Promote professionalism by modeling such behaviors inside and outside the classroom
- Collaborate with necessary departments to support a positive team environment
- Uphold NewSchool values, policies, and procedures

**Other Duties & Responsibilities:**

*May perform other duties and responsibilities that management may deem necessary from time to time.*

- Any other assistance deemed necessary to promote the program or maintain its teaching delivery at the highest level of quality.

**Education & Experience:**

- Minimum of a bachelor's degree in the field of study or closely related field; Master's degree preferred.
- Demonstrated record of high-quality instruction, as shown by a minimum of two years of undergraduate teaching experience or an extensive record of relevant professional expertise
- Excellent communication (verbal/written) and organizational skills
- Proficiency with Microsoft O365 Products
- Preferred knowledge of Blackboard



**Reports To:** Reports to Head of Architecture Programs

**Supervisory Responsibility:** None

**Working Conditions:**

Work is performed primarily in a standard office or classroom environment but may involve exposure to moderate noise levels. Work involves operation of personal computer equipment and includes physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions, as necessary. ***Special Note: All academic courses for the Fall 2020 quarter will be delivered solely online.***

**How to Apply:**

Please submit your cover letter and resume as a single attachment when applying to [careers@newschoolarch.edu](mailto:careers@newschoolarch.edu).

***NewSchool of Architecture & Design is an equal opportunity, at will employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy, and pregnancy-related conditions, or any other characteristic protected by law.***