

*Northeast is an equal opportunity employer.*

**JOB POSTING**  
**OFFICE OF HUMAN RESOURCES**  
**May 5, 2025**

**TITLE:** Adjunct Faculty

**DEPARTMENT:** Imaging Sciences- Diagnostic Medical Sonography

**DIVISION:** Academic Affairs

**STATUS:** Exempt

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**Salary information: \$40/hr.**

*Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.*

### **General Description**

Members of the faculty are responsible for the instruction of the curriculum and the assessment of student learning. Faculty advance the mission of the institution through their work in the areas of teaching, research and scholarly activities and citizenship in accordance with the parameters of the Faculty Handbook.

### **Organizational Relationships**

- Reports to the Imaging Sciences Program Director.
- Collaborates with faculty, staff, and students within the Diagnostic Medical Sonography program.

### **Specific Duties and Responsibilities**

1. Plan and present course material in a logically organized manner; establishing course objectives and requirements and communicating them to students; selecting and ordering texts and supplemental materials; preparing, administering, and grading papers and examinations; and assigning grades without discrimination, in accordance with the nondiscrimination policy as it appears in the College catalog.
2. Provide students with appropriate, current course material consistent with the overall curriculum and profession; assuring student comprehension and competency; and providing unbiased outcome assessments.

3. Encourage student participation and interaction, be sensitive to class response, deal with students ethically, allot ample time for consultation, and seek a professional rapport with student.
4. Motivate and academically challenge students, be dedicated to subject material and the teaching profession, display self-confidence, and communicate a sense of enthusiasm for pursuit of knowledge.
5. Academically assist, advise, and counsel students regarding their work in classes and recognize when a student requires professional assistance with problems of a personal or academic nature so that professional help can be obtained.
6. Participate in the accreditation and assessment process.
7. Support the program director to assure effective program operations.
8. Participate in periodic review and revision of course materials to ensure integration of current knowledge within the field into traditionally accepted subject matter.
9. Maintain current knowledge of the professional disciplines and educational methodologies through continuing professional development.
10. Maintain current knowledge of program policies, procedures, and student progress; promote and enforce program and college policies and procedures. contributing to curriculum development and the assessment of student learning, and to follow academic policies and standards relating to teaching and learning.
11. Participate in research and scholarly activity, typically project-oriented such as: educational or clinical research, authorship of a book or journal article, and/or scholarly media productions within one's area of expertise.
12. Participate in citizenship activities such as efforts that benefit the College community, the professional and/or academic community, and the local community.
13. Participate in department, division, college, and professional meetings/committees.

### **Methods of Accountability**

- Verbal and written communications with Program Director, faculty, staff, and students.
- Compliance with college policies/requirements.
- Maintain active involvement with professional, national, and state organizations important to professional and educational responsibilities.
- Annual performance evaluation in the work areas of teaching, research and scholarly activities, and citizenship by the Program Director in accordance with the Northeast College of Health Sciences Faculty Handbook.

### **Mental and Physical Requirements**

- Effective and professional verbal and written communication skills.
- Professional demeanor.
- Effective critical thinking, problem solving and decision-making skills.
- Basic proficiency in PC use and Microsoft Office programs (Word, Excel, PowerPoint, and Outlook) and willingness to learn/use additional software platforms used for student education.
- Proficient in imaging sciences equipment used in program.
- Perform all services expected of a licensed Diagnostic Medical Sonographer.

### **Education, Training and Experience**

1. Bachelor's degree required.
2. Qualified to teach subject matter/courses assigned.
3. Proficient in curriculum development, supervision, instruction, evaluation, and academic advising.
4. At least two years of Diagnostic Medical Sonographer clinical experience.

5. Holds current American Registry for Diagnostic Medical Sonography (ARDMS) certification and registration or current American Registry of Radiologic Technologists (ARRT) certification and registration.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: [humanresources@northeastcollege.edu](mailto:humanresources@northeastcollege.edu)

*\* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

*Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.*