MEMORANDUM

To: Dr. Sudershun Jetley, Associate Dean
From: Dr. Arsenio T. Rodrigues, Director
Re: Adjunct Posting for Fall Semester 2018, Department of Construction Management
Date: June 28, 2018

Department of Construction Management
June 2018

The Department of Construction Management at Bowling Green State University, Bowling Green, OH, invites applications for the position of adjunct faculty to teach in-person courses for the Bachelor of Science in Construction Management program as well as for the Master of Technology Management – Construction Management program. We are seeking qualified part-time instructors who are able to work with a diverse population of students. The deadline to apply is July 31, 2018.

Course Knowledge

Introduction to Design-Construction
Ability to teach basic concepts of construction management, technology and design, including office organization, building construction techniques, surveying, building materials, plan reading and estimating.

Construction Materials and Testing
Ability to teach principles and practices relative to materials and testing as used in commercial construction with an emphasis on foundation, site-work, soils and concrete.

Mechanical, Electrical, and Plumbing Systems in Buildings
Ability to teach principles and practices relative to mechanical and electrical systems including heating, ventilating, air conditioning cooling (HVAC), plumbing, fire fighting, and electrical systems of buildings.

Construction Equipment
Ability to teach equipment factors related to construction operations, including ownership and operating costs, productivity of major construction equipment, and frequent down-time items.
Minimum Qualifications
Candidates must have at least one of the following qualifications:
1) Master’s Degree in Construction Management or related field.
2) Bachelor’s Degree in Construction Management or related field with at least three years of professional experience in the Construction Management Industry.

Duties & Responsibilities
- Teach courses in accordance with College/School/Departmental Policies and Procedures.
- Syllabus and assignment preparation.
- Deliver classroom lectures and instructional activities.
- Grade and critique student assignments.
- Keep regularly scheduled office hours.
- Exam preparation.
- Evaluate student performance.
- Comply with all ACCE Accreditation procedures and standards.

Application
Submit application materials electronically to Tena Spratt at tenas@bgsu.edu and Pam Keppler at pamelak@bgsu.edu. Application file must include: a letter of application that includes qualifications for the position and curriculum vitae/resume. Selected candidates will be asked to submit official transcripts and two letters of recommendation. Finalists must authorize and pass a background investigation prior to an offer of employment. For questions call Pam Keppler at 419-372-5439. There is a possibility of renewal for these positions based on funding and need. Qualified applicants and current adjuncts will be forwarded to the next year’s pool automatically without reapplying, unless they indicate they do not wish to do so.

For further information regarding the college and university, visit our web site at https://www.bgsu.edu/technology-architecture-and-applied-engineering.html. Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to fostering a diverse and inclusive environment and strongly encourage applications from women, minorities, veterans, and individuals with disabilities regardless of age, gender identity, genetic information, religion, or sexual orientation.