



**Position Title:** Faculty  
**Reports To:** Department & Division Head  
**Classification:** Exempt  
**WC Code:** 8869  
**Position Type:** Fourth Level Administrator

Florida National University contributes to the education of a diverse student body within the community it serves. FNU employs and develops a faculty of scholars proficient in the art of teaching. We strive to prepare students for employment in their chosen careers through quality education and instruction.

**Major Responsibilities:**

It is the major responsibility of a faculty member at Florida National University to provide quality instruction and career advisement to all students. The faculty is also responsible for maintaining grades and for the development of course objectives, outline, syllabi, and course competencies.

**Key Responsibilities:**

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

**Position Responsibilities:**

1. Provides an appropriate level of instruction.
2. Provides quality instruction for the students.
3. Ensures the assessment of students learning outcomes per course.
4. Submits, annually, to the Department Head or Division Head, the results of research done into a study of the local careers and industry regarding appropriateness of course/program content.
5. Reports to the Registrar's office all grades and submits reports in a timely fashion.
6. Attends all faculty meetings, professional development functions and University committees to which they have been assigned.
7. Ensures that all electronic library resources are used for university work only.
8. Maintains the posted hours for the purpose of student advisement and tutoring.
9. Performs those duties designated by the Department Chairperson.
10. Works with the librarians in the establishment and weeding of the library program and course

collection development.

11. Oversee compliance with licensing and accrediting organizations.
12. Continuously oversee actions for improvements at campus level sited in the Faculty's Planning, Assessment, and Implementation For

**Education / Experience Requirements:**

- Required: Master's related field. Minimum for 18 graduate-level credits in discipline.
- Minimum of two (2) years of higher education teaching experience.
- Must have transcripts that show education in the areas you are seeking to teach.

**Job Type**

Full-time.

**Two Locations:**

Hialeah Campus: 4425 West 20th Avenue, Hialeah, Florida 33012

South Campus: 11865 Southwest 26th Street, Miami, Florida 33175

Distance Learning: remote

**Working Conditions**

General office working conditions. Noise level is at normal office capacity.

**Physical Demands**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

**Safety Hazard of the Job**

Minimal Hazards.

**Note:** The use of computers and University resources is limited for school business purposes. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

**Notification to candidates:**

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

**To apply for this position please click on the link below:**

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>

**Revised:** February 2024