

## Career Course Seminar Adjunct Faculty Information

### Responsibilities:

- Sole instructor for a seminar of 8-12 students conducted in the local area
- Assist with locking on areas to conduct seminars
- Meets with students one night per week for a 3 hour seminar
- Instructs 15 lessons given once per week for 15 weeks
- Responsible for the execution of the established curriculum and lesson plans
- Responsible for mentoring and educating Staff Sergeants in the functional areas of Leadership/Ethics, Warfighting, and Administration/Communication
- Responsible for grading assignments that include written papers, classroom discussions, student performance, and online discussions
- Responsible for organizing and participating in seminar graduations with their students

### Seminar schedule:

- Seminars are conducted 3 times per year (September, February, and June)

### Qualifications:

- Strong desire to mentor and professionally develop Marines.
- A senior (E-8/E-9) (Active or Retired) Marine SNCO (or prior enlisted officer with significant enlisted experience) who embraces and believes in student-centric learning coupled with Socratic Methods of Teaching (no platform instructions techniques).
- Resident experience as a student of the SNCO Academies.
- Experience as a resident instructor at the SNCO Academies is a plus.
- Completed EWS and/or CSC is a plus.
- College education is preferred but not required.

### Process for hiring:

- Contact Regional Chief Instructor (RCI): Chris Marvin
- Submit an autobiography in the CDET format provided by the RCI
- Complete the Personal Data Sheet provided by the RCI
- Conduct an interview with the RCI
- Receive a favorable recommendation from the RCI to CDET
- Successfully complete the 1-month online Faculty Orientation Course (instruction for Blackboard and online teaching-only requires about 3-4 hours per week for 4 weeks)
- The completion of the FACO course certifies the instructor to teach for CDET

### Compensation:

- As a Part-Time Adjunct Faculty member, you will be a part-time employee of Davis Defense Group as a contractor
- \$35 per hour
- Paid for a 5-hour work week (2 hours prep-time and 3 hours one night per week for 15 weeks)
- Paid for one annual 5-hour Faculty Development session (conducted after working hours)
- You will have the opportunity to teach more than one seminar per year provided there are enough students enrolled to support a seminar. (Min 8 Marines for a seminar)

-Total compensation: 1 Seminar plus 5 hours Faculty Development- \$2800, 2 Seminars plus 5 hours of Faculty Development- \$5425, 3 Seminars plus 5 hours of Faculty Development- \$8050

Regional Chief Instructor (RCI):

- Collect students and create seminars with 8-12 students
- Designate Seminar locations/classrooms
- Assign an instructor to each seminar
- Complete all administration for the students/instructors
- Mentor Adjunct Faculty members
- Manage student issues
- Provide all admin/curriculum assistance to Adjunct Faculty members