

# New Position Description: Instructor (Art) (Faculty) [Edit](#)

**Justification of Need for New Position or Reclassification** A position is needed to teach Digital Media Arts courses.

**How will this position enhance the overall operations of the department?** The position will enhance the enrollment of Students

Classification Selection [Edit](#)

Classification

<b>Classification Title</b>	INSTRUCTOR
<b>Title Code</b>	7110
<b>Job Category</b>	Faculty
<b>FLSA</b>	Exempt
<b>Salary Grade</b>	Commensurate with experience
<b>Min Salary or Wage</b>	N/A
<b>Mid Salary or Wage</b>	N/A
<b>Max Salary or Wage</b>	N/A
<b>Required Education</b>	
<b>Required Experience</b>	
<b>Required Knowledge, Skills &amp; Abilities</b>	
<b>Required Certification(s)/Licensure(s)</b>	

Position Details [Edit](#)

Classification Information

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<b>FLSA</b>	Exempt

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**Required Education**  
**Required Experience**  
**Required Knowledge, Skills & Abilities**  
**Required Certification(s)/Licensure(s)**

Employee Information

**Employee First Name**  
**Employee Last Name**

Department Information

**Department Name** School of Architecture  
**Department Location** Nathelyne A. Kennedy Building  
**Department Phone Number** 936-261-9800  
**Department Fax Number** 936-261-9826  
**Primary Supervisor's Name** Dr. Clarence Talley  
**Primary Supervisor's Title** Professor/ Director  
**Primary Supervisor's Email** cltalley@pvamu.edu  
**Initiator's Name** Kimberly Rose  
**Initiator's Phone Number** 936-261-9830  
**Initiator's Email** kprose@pvamu.edu  
**Department Address** P.O. Box 519; MS 2100  
**Work address, if different from department address** Same as above

Position Information

**Position Title** Instructor (Art)  
**Tenure Status**  
**PIN #**

**Primary Purpose of Position** To teach courses in the Digital Media Arts Program

**Preferred Education** Masters of Fine Arts

**Preferred Experience Requirements** The candidate should have a Masters of Fine Art in Graphic Design or related degree (Graphic Communications, Communication Design,

Digital Media Arts).

The candidate should have 2 years teaching experience in Graphic Design or related field.

**Preferred Knowledge,  
Skills & Abilities**

The candidate should have a minimum of 2 years teaching experience in Graphic Design or related field and a minimum of 3 years working as a graphic designer. Must possess strong knowledge of graphic design principles and process, concepts, semiotics and typography. Understand user experience, user interaction theory and design methods. Understand how to effectively design and communicate across print and digital environments. Must possess knowledge of delivering print and web-ready assets and current trends and movements in graphic and interactive design. Understand the mission of Prairie View A&M University and be sensitive to the issues relating to a diverse student body. Demonstrate proficiency in using Adobe Creative Suite/ Cloud, including Photoshop, illustrator, InDesign, Mac OS and website development software. Must be proficient in using technologies to develop and build course content and to perform classroom administrative duties.

**Preferred  
Licenses/Certifications**

N/A

**AA/EEO Statement**

**Job Duties**

List, in order of importance, specific major duties and responsibilities and estimate the average percentage of time spent on each. Focus on the critical activities of the job. Disregard minor occasional tasks, which are not unique or specific to the job. If possible, use descriptive terms that relate to the objectives or end results of the job being performed, not the steps or tasks involved in performing the job duty or responsibility. (Example: Prepares charts and diagrams to assist in problem analysis, and submits recommendations for solutions).

Each statement should be brief and concise, beginning with an action verb. Use a separate statement for each major duty or responsibility.

Duties or responsibilities that take less than 10% of employee's time should not be shown as a separate statement but grouped with other duties. The following statement must also be included on the job duties page "performs other duties as assigned".

- 1) Walk through the process in performing the task and consider the tools and resources used, people involved, types of decisions, outcomes, etc.
- 2) Use the [Essential Functions Checklist](#) to determine if specific tasks are considered essential

functions as defined under the Americans with Disabilities Act (ADA).

- 3) Ensure that a task is not a restatement or overlap of another statement.
- 4) Review the order of importance and percentage of time.
- 5) Ensure job duties percentage totals 100%

To add a new Entry, click the Add New Entry Button Below. To view more details about an existing entry, click the View link for the entry. To edit an existing entry, click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.

**Description of Job  
Duty/Responsibility**

-Effectively teach all levels of Digital Media Arts courses. May be required to teach at least one core curriculum class and /or studio class in Art.  
-Assist the Digital Media Arts Coordinator with Annual program assessment, Curriculum review and development, student advisement and recruitment/retention activities.

**Essential Duty?  
Percentage Of Time**

Yes  
90%

**Description of Job  
Duty/Responsibility**

-Post and maintain regular office hours to assist students; respond to students' emailed and voicemail in a timely manner; accurately assess student performance and file grades in a timely manner.  
-Maintain professional competencies in subject area through professional associations and development.  
-Perform other related tasks as required by contract or as assigned by the Department Chair, Dean, Senior Vice-President and Provost, and/or the Presidents of the University

**Essential Duty?  
Percentage Of Time**

Yes Currently: blank  
10% Currently: blank

Budget [Edit](#)

Budget Information

<b>Dates of Employment - From</b>	09/01/2016
<b>Dates of Employment - To</b>	05/31/2017
<b>Employment Type</b>	Regular F/T
<b>Is this position grant-funded</b>	No
<b>If Employment Type above is Grant-Funded, what is the duration in years of this position?</b>	N/A
<b>Number of hours worked per week</b>	40
<b>Proposed Salary Range</b>	

<b>Term</b>	9 Months
<b>If the positions to be filled are temporary, please indicate the number of positions that will be filled.</b>	1
<b>If these positions to be filled are temporary, please indicate the total salaries amount to be encumbered based on the number of positions to be filled above.</b>	\$50,000

#### Budget Funding Sources

Please indicate each account that will fund this position as a separate entry.

**Ad Loc. Acct. No.**  
**Funding Acct. Number(s)**  
**Funding Acct. Title(s)** Art  
**Percent Effort by Employee**100

Export Controls (Research and Grant Funded Positions Only) [Edit](#)

#### Export Controls

**Principal Investigator Name**  
**Principal Investigator Phone Number**  
**Principal Investigator Email**  
**Sponsor/Funding Agency**  
**Agency Proposal Number**

#### Export Controls - Details

Your response to the questions below will help the University's Office of Regulatory Compliance (ORC), the Office of Sponsored Research Services (OSRS) and the Office of General Counsel (OGC) determine whether any aspect of your sponsored research project activities will be subject to export control regulations. For questions or assistance, please contact the Office of Research Compliance at 936-261-1553 or [research@pvamu.edu](mailto:research@pvamu.edu).

**Do job duties involve working with items/articles, software or technology listed on the EAR/Commerce Control List or the ITAR/U.S. Munitions List?**  
**Does the job duties involved work with any embargoes or sanctioned country? Follow these links for listings: <http://www.treas.gov/office/enforcement/ofac/programs> and [http://pddtc.state.gov/embargoed\\_countries/index/html](http://pddtc.state.gov/embargoed_countries/index/html)**  
**Does this position require U.S. citizenship based on the grant's criteria?**  
**Will the job duties include working on a contract or grant with any of the following (check each one that applies):**  
**Restrictions on publication (including reporting of research results) or presentations at conferences?**  
**Restrictions on the participation of foreign nationals?**  
**Export Control clauses or references to ITAR/EAR?**  
**Do the job duties involve the use or access to encryption software?**

**Do the job duties involve activities that could be related to the spread or increase of nuclear, chemical, or biological weapons or missile technology?**

**Certification Statement for Export Controls: I have knowledge of the nature of the proposed employment. The answers I have provided are true and correct to the best of my knowledge and belief.**

**Posting Text Approved by Research Compliance**