

**Position Description**

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| **Position Title:** | Assistant Professor of Business | **Location:** | Lee-Kildow Hall |
| **Department:** | Business Administration | **Reports To:** | Division Chair for Social and Behavioral Sciences; Business Administration |
| **Division** | Instruction | **FLSA Status:** | Exempt |

**SUMMARY**

This position is responsible for providing instruction and serving as advisor to students enrolled in the Business program each semester and may include summer sessions. Expected course load may include classes in Business, Economics, and Marketing.

### Essential Duties and Responsibilities

This list includes but is not limited to the following:

* Teaches a minimum of 15 equivalent credit hours per semester as assigned and maintains additional weekly contractual hours, including a minimum of five office hours, five campus hours and five discretionary hours divided between office and campus hours for a total of 30 hours on campus per week
* Utilizes non-traditional delivery methods including Internet and IVC
* Selects appropriate learning resources for students, being mindful of cost for the student, prepares class presentations and handouts for electronic distribution, and prepares a syllabus for each course, each semester.
* Evaluates student learning outcomes according to description in the syllabus and delivers grades to the registrar on time.
* Receives training in and keeps skills current in using the electronic and physical equipment and software necessary to accomplishing teaching and advising responsibilities
* Advises students using the recommended procedures as outlined in the College Advising Handbook
* Identifies student-learning outcomes; develops process and tools for assessment; incorporates results in order to modify instruction and materials in general education, degree program, course cluster, and/or certificate program, in coordination with colleagues
* Participates in student recruitment, curriculum development, and serves on college committees
* Attends and participates in faculty meetings
* Maintains current knowledge within the field of Business Administration
* Participates in professional development activities
* Cultivates effective public relations with various community agencies/service providers and/or educational partners
* Demonstrates a commitment to the philosophy and mission of a comprehensive community college
* May teach evenings and/or weekends, as requested

### Marginal Duties

* Performs other duties as assigned by the Division Chair.

**REQUIRED QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES**

The following requirements are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience**

Master’s degree in Business Administration, Marketing, Economics, or related field is required. Prior teaching experience in higher education preferred. Demonstrated sensitivity to the needs of students, faculty, and staff from multi-cultural backgrounds.

**Knowledge, Skills and Abilities**

* Excellent oral and written English communication skills.
* Ability to use a personal computer and associated peripherals and current version of Microsoft Windows and Microsoft Office, Internet, and alternative delivery systems (e.g., internet and interactive video) at a proficient level.
* Ability to operate standard office equipment including phone, fax, copier.

**Physical Demands & Work Environment**

The physical demands & work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, fax, copier, printer and computer.

##### Approved By Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved By Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

October 2024