**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:**  | Part Time Instructor in Business Administration | **Location:**  | **Main Campus** |
| **Department:** | Business | **Reports To:** | Division Chair  |
| **Division** | Instruction | **FLSA Status:** | Exempt |

**SUMMARY**

This position is responsible for teaching up to 9 credits in the specified field of study as assigned by the Division Chairperson and for serving as advisor to students.

### Essential Duties and Responsibilities

This list includes but is not limited to the following:

* Becomes familiar with and initiates the orders for the assigned textbook(s) and prepares a syllabus for each course, which will be filed with the Division Office and the Vice President for Instruction prior to the beginning of each semester.
* Prepares classroom presentations and hand-outs.
* Prepares, assigns, and grades writing assignments, tests and homework in a timely manner; and delivers grades and attendance using the college computer system to the registrar on time.
* Utilizes non-traditional delivery methods including Internet, IVC, Zoom, and/or Canvas
* Schedules and maintains weekly office hours per college policy for the educational development and advising of students.
* Maintains schedule and contact information in college computer systems.
* Attends division meetings and works cooperatively with division chairs in program course development, program review, outcomes assessment, and accreditation issues, as well as continuously work towards the upgrading of present curricula or developing new curriculum.
* Receives training in and keeps skills current in using the electronic and physical equipment and software necessary to accomplish their teaching and advising activities, and makes recommendations for equipment and supply purchase and repair.
* Assists the library and instructional media departments in keeping the library collection current in one’s teaching field(s).
* Uses the recommended procedures and record-keeping for academic advising and advisor/advisee conferences, as outlined by the Advising department.
* Identifies student needs/problems to the extent feasible and provides the necessary connection to appropriate campus resources for resolution.
* Aids in recruitment and retention of students by assisting prospective and enrolled students with career and educational planning through information or through referral to resources on campus, in the community, or at other institutions.
* Informs prospective and enrolled students of requirements and expectations of their respective programs.
* Develops an understanding of and maintains a commitment to the mission of the community college.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below represent the minimum qualifications necessary 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 or related area. Coursework in Economics is preferred. Demonstrated sensitivity to the needs of students, faculty, and staff from multi-cultural backgrounds. Prior teaching experience in higher education preferred.

**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 and Work Environment**

The physical demands and 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.

July 2024

**Approved By Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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