



## JOB ANNOUNCEMENT/DESCRIPTION

**JOB TITLE:** Business Instructor

**REPORTS TO:** Division Chairperson-Business

**CLASSIFICATION:** Faculty

**STATUS:** Full-time, exempt

**LENGTH OF EMPLOYMENT:** 9-month continuing position

**JOB OVERVIEW:** The Business Instructor's primary focus is teaching all areas of BUSN/COMS courses including, but not limited to Fundamentals of Computer Usage, Principles of Marketing, Macroeconomics, Microeconomics, Business Law, Principles of Management, and Business Principles. This is a 9-month position. Opportunities for summer teaching may be available.

### DUTIES AND RESPONSIBILITIES:

#### Prep

- Prepare lectures for all classes
- 10 hours of office hours each week
- Attend meetings on and off campus as needed (some travel)
- Participates in Business Club meetings
- Participate in faculty meetings
- Student advising
- Required to spend 37.5 hours per week on campus
- Must assist with yearly project management
- Must attend at least one professional development session per year
- Participate in the modification and development of courses and degree programs
- Participate and contribute in Program Reviews
- Provide reports and information to Division Chair as requested
- Provide detailed reports on continuous assessment of student learning following departmental guidelines
- Other duties as assigned by Business Division Chair

#### Classes

- Teach 15 credit hours per semester and a reasonable overload as needed in accordance with the class schedule and course syllabi
- Teach some summer and/or night classes as needed
- Teach distance education courses and use multi-media technologies as demand requires
- Teach courses at off campus sites as needed; this may include teaching at prison facilities as needed

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- All instructors are required to check email and be computer literate
- Knowledge of Canvas LMS
- Competence in written and oral communication skills required for teaching
- Computer competency including the use of Microsoft Office
- Demonstrated willingness and ability to act ethically and socially responsible

**EDUCATION/ EXPERIENCE REQUIRED:**

- Masters required in Business Administration or related discipline with 18+ graduate hours in the field
- Teaching and business experience preferred

**SPECIAL REQUIREMENT:**

- Must be able to teach at any location which best suits the needs of the College as determined by the Division Chair

**DESIRED START DATE:** Fall 2023

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_