

**Business Instructor (One or More) \*EXTENDED\***  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=141146>

Downloaded On: Sep. 22, 2020 4:27am

Posted Apr. 13, 2020, expired Sep. 5, 2020

<b>Job Title</b>	Business Instructor (One or More) *EXTENDED*
<b>Department</b>	Business and Management (SC-050-009)
<b>Institution</b>	South Orange County Community College District South Orange County, California
<b>Date Posted</b>	Apr. 13, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Business
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**Job Description**

**Minimum Qualifications:**

The successful candidate must meet one of the following criteria:

1. Master's degree in business, business management, business administration, accountancy, finance, marketing, or business education from an accredited college or university; OR
2. Bachelor's degree in any of the above AND Master's degree in economics, personnel management, public administration, or JD or LL.B. degree from an accredited college or university; OR
3. Bachelor's degree in economics with a business emphasis AND Master's degree in personnel management, public administration, or JD or LL.B. degree from an accredited college or university; OR
4. A combination of education and experience that is at least the equivalent of items 1, 2 or 3 above (candidates making application on the basis of equivalency must submit the Supplemental Application for Equivalency Determination form in addition to all other required materials); OR
5. Valid California Community College Instructor credential, appropriate to the subject, per Education Code 87355 (issued prior to July 1, 1990).

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### Experience Required:

- A minimum of two (2) years full-time (or part-time equivalent) recent and successful teaching experience in the field of business at the community college and/or university level.
- Experience teaching online courses.

Developing and using a Learning Management System, including use of publisher online courses.

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Experience in curriculum development of lower division courses, degrees, certificates and awards in business.
- Familiarity and practice in establishing, assessing, and reporting student learning outcomes and policies supporting program review, planning and curriculum development.
- Knowledge of Title V and Education Code as related to community college instruction.
- Demonstrated leadership working with business and industry in order to coordinate the educational program with the needs of the community.

### Desired Qualifications:

Preference will be given those candidates who demonstrate a high level of professional expertise on the basis of:

- Completion of significant course work from an accredited institution in the discipline of teaching and learning.
- Experience in building new academic programs and courses including curriculum development that meets the changing needs of employers and the business world.
- Completion of a professional course in online teaching.
- Experience using Canvas Learning Management System for online and enhanced instruction.
- An earned graduate degree in business administration or business education.
- Strong interpersonal communication skills.
- Demonstrated experience working collaboratively within teams or workgroups for program and institutional goal achievement.

### Summary of Duties and Responsibilities:

- Teach a variety of business classes.
- Maintain current up-to-date knowledge in teaching and instructional techniques and participate in regular professional development to improve teaching methods.
- Demonstrate a commitment to student engagement, student success, and instructional excellence.
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution and revise program goals/outcomes on an as needed basis.
- Participate in curriculum development, serve on College committees as necessary to maintain and improve the instructional program, and participate in appropriate professional development activities.

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- Facilitate routine procedures necessary for the successful, day-to-day operation of the department as delegated by the department chair or Dean.
- Maintain scheduled office and campus hours and participate in department/division meetings and committees and activities.
- Submit required reports and schedules in a timely manner to the department chair or Dean.
- Assist with recruiting, marketing, and outreach for department programs and participate in community outreach activities that create program partnerships and student opportunities.
- Demonstrate willingness and ability to teach various courses, times, locations, and delivery methods, as determined by student, program and college needs.
- Actively participate in college functions and events, and engage in community service.
- Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methods, and informed critical feedback on assignments and discussions.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**