

**Business Instructor, Part-Time Faculty
Copper Mountain College**

Direct Link: <https://www.AcademicKeys.com/r?job=243734>

Downloaded On: Sep. 1, 2024 2:15am

Posted Aug. 27, 2024, set to expire Nov. 19, 2024

Job Title Business Instructor, Part-Time Faculty
Department Academic Services
Institution Copper Mountain College
Joshua Tree, California

Date Posted Aug. 27, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Business

Apply Online Here <https://apptrkr.com/5561357>

Apply By Email

Job Description

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Business Instructor, Part-Time Faculty

Salary: \$55.28 - \$74.36 Hourly

Job Type: Part-Time

Department: Academic Services

Closing:

Location: Joshua Tree, CA

Job Number: 20240821BUS

Position Description

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**** Now Hiring for FALL 2024 ****

Under administrative leadership, it is the responsibility of the part-time instructor to conduct assigned classes and support advancement of the values represented by the Vision Statement and Mission Statement of the District.

****Remember to attach your cover letter, transcripts, and resume for your application to be considered****

Duties and Responsibilities

- Meet classes and laboratories on days and times assigned per the published class schedule.
- Publish in syllabus and maintain office hours; advise students enrolled in the instructor's classes in such matters as:
 - Course content, scope and meaning, grading criteria;
 - Major course requirements for degrees or certificates;
 - Strategies to assist students in achieving published SLOs;
 - Collateral or enrichment reading or experience opportunities for further understanding of the course or subject field;
 - Career opportunities related to the subject field.
- Develop and implement instruction for each class or laboratory period that fulfills all course requirements contained in the official Course Outline of Record (COR) and is consistent with the academic and vocational program standards and objectives.
- Develop a written syllabus based on the Academic Senate's standards and submit as per District policy.
- Periodically assess and advise students of their progress toward meeting course objectives.
- Respect student rights as specified in District policy and applicable federal and state laws or regulations.
- In the absence of full-time faculty in the discipline, submit textbook adoption forms for textbooks and instructional materials in a timely manner, according to the approved procedure.
- When appropriate refer students to tutoring and related student services.

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- Supervise students in off-campus activities when participation is expected as part of a course requirement.
- Assign and submit grades by deadline in the manner provided by District policy and administrative procedure and prescribed by the Education Code and Title 5 regulations for the State of California.
- Keep official records, collect data, and submit records by deadlines as required by District policy and administrative procedures.
- Prepare and submit necessary forms in accordance with college procedures.

Additional Responsibilities:

- Respond to administration with regard to the evaluation of student petitions and grievances.
- Abide by District regulations concerning the proper use, care, and security of equipment.
- Advise management of unsafe conditions, potential hazards or accidents in a timely manner.
- Demonstrate an awareness of and sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Qualifications

Standards are established in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* adopted by the California Community Colleges Board of Governors for the discipline.

Required Degrees:

Master's in business, business management, business administration, accountancy, finance, marketing or business education

OR

Bachelor's in any of the above

AND

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Master's in economics, personnel management, public administration, or JD or LL.B. degree

OR

Bachelor's in economics with a business emphasis

AND

Master's in personnel management, public administration, or JD or LL.B. degree OR the equivalent.

Preferred Qualification:

- Distance education experience and certification desired.

Required Attachments:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts for Master's and Bachelor's degrees from an accredited college or university (student copies are acceptable for application purposes but official transcripts will be required if hired.)
3. A cover letter

Hourly rate is based on degree:

PhD/EdD: \$74.36/hour - Lecture. \$59.90/hour - Lab.

MA/MS: \$71.43/hour - Lecture. \$57.55/hour - Lab.

BA/BS: \$68.64/hour - Lecture. \$55.28/hour - Lab.

Timeline

Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement



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Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4601623/business-instructor-part-time-faculty>

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Contact Information

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

Contact

Academic Services
Copper Mountain College

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