

Accounting Faculty, Part-Time (Adjunct Faculty Pool)
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251484>

Downloaded On: Jan. 15, 2025 6:57am

Posted Jan. 13, 2025, set to expire May 8, 2025

Job Title Accounting Faculty, Part-Time (Adjunct Faculty Pool)
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 13, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Adjunct Professor
Faculty Associate

Academic Field(s) Business

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Apply By Email

Job Description

Posting Details

Position Information

Position Title: Accounting Faculty, Part-Time (Adjunct Faculty Pool)

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Requisition Number: FAC00426

General Description

The Business Administration Department invites applications for part-time Accounting faculty. This is NOT an online position.

The Business Administration Department includes a variety of degrees and certificates in the areas of Business and Accounting. The department strives to meet the needs of all students interested in obtaining an education. The department strives to meet the needs of all students interested in obtaining an education in these areas and is focused on preparing business leaders, professionals, and entrepreneurs for successful careers. Many of our students transfer to some of the best business schools in the Philadelphia area, while others move directly into new jobs or progress in their current career paths.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions.

*Application materials will be kept on file until 4/5/2024

College Intro

Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.

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Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.

Specific Responsibilities

- Teach various accounting courses, including Financial and Managerial Accounting.
- Facilitate student learning, provide effective instruction, and perform evaluations of student learning for all assigned classes, using each course's standard course outline as a guide.
- Develop course handouts, lectures, hands-on activities, and presentations.
- Work with other faculty and administrators in developing program curriculum, standards, and policies, including reviewing and participating in textbook selection process where appropriate.
- Be available to students via email, phone, or personal conferences. The method of contact and hours of availability should be clearly communicated to supervisors and to students through the course syllabus each semester.
- Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines.
- Meet all classes at the designated times.
- Receive training or stay current in technological or pedagogical advances that promote student learning, including learning and using publishers' software, when applicable.
- Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- Actively participate in the academic life of the College.
- Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Participation in continual assessment and course updates to ensure excellence in meeting

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program and student learning outcomes.

- Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Utilize innovative teaching strategies and technologies for online learning and other technology tools to meet the learning needs of a diverse student population. Maintain office hours to meet with students outside of the classroom and respond to questions or concerns.
- Commitment to professional learning and growth, student mentoring, and service to the profession. Remain current in the use of technology, developments within the field of discipline, and developments related to teaching and student success.

Minimum Qualifications

- Master's Degree in Accounting or Taxation, or an MBA degree with an active certification as a CPA, CMA, CIA, CFA OR CGMA.
- Verifiable work experience in the field of Accounting.
- Knowledge of, and ability to integrate current technological applications into our Accounting courses.
- Ability to teach a variety of day, evening, and weekend, first and second year Accounting courses, including Financial and Managerial Accounting, at the main campus, and/or at Regional Centers and neighborhood sites.
- Excellent oral, written, and interpersonal communication skills.

Preferred Qualifications

- At least two years of recent college teaching experience in the subject area, preferably at the community college level.
- Active participation in industry related professional development activities, meetings, and/or conferences.
- Knowledge and/or willingness to develop and teach online and web enhanced courses.
- Prior experience using Canvas Learning Management System.
- Willingness to revise and maintain courses and curriculum.
- Commitment to participating in the intellectual life of the department, and a willingness to participate in the life of the College through leadership in department and college-wide committees.
- Active participation in national and/or regional industry professional organizations.

Work Location: Main Campus

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Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Position Type: Faculty

Employment Status: Part-Time

Special Instructions to Applicants

Interested persons should complete an online application.

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- Cover letter of interest and CV/resume REQUIRED.
- Name and contact information for three (3) references REQUIRED.
- Employment offers are contingent upon successful completion of background checks in accordance with the Pennsylvania Child Protective Services Law.
- Must be legally eligible to work in the U.S. Community College of Philadelphia is an affirmative action, equal opportunity and equal access employer. The College encourages applications from individuals from traditionally under-represented groups. AA/EOE.

All candidates must have child abuse clearances, FBI fingerprinting, PA State Criminal Background Checks and have completed the Child Abuse Recognition and Reporter Training within the past 5 years or renew certifications/course completion prior to start date.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Master's Degree in Accounting or Taxation, or an MBA degree with an active certification as a CPA, CMA, CIA, CFA OR CGMA?
 - Yes
 - No
2. * Do you have verifiable work experience in the field of Accounting?
 - Yes
 - No
3. * Do you have the ability to teach a variety of day, evening, and weekend, first and second year Accounting courses, including Financial and Managerial Accounting, at the main campus, and/or at Regional Centers and neighborhood sites?
 - Yes
 - No
4. * Do you have knowledge of, and ability to integrate current technological applications into our Accounting courses?
 - Yes
 - No
5. * How did you first learn about this employment opportunity?
 - Community College of Philadelphia Website
 - Careerbuilder.com

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- HigherEdJobs.com
- LinkedIn
- The Chronicle
- Job Fair
- Indeed.com
- HireVeterans.com
- HERC - Higher Education Recruitment Consortium
- CCP - Faculty Recruiting Event
- Other

6. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. Curriculum Vitae
4. References

Optional Documents

1. Teaching Philosophy
2. Writing Sample
3. Unofficial Transcripts
4. Letters of Recommendation
5. Other Document (See Special Instructions to Applicant)

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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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