

**Business Technology - Non-Tenure Track - Spokane
Community College
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=252265>

Downloaded On: Jan. 30, 2025 10:31pm

Posted Jan. 28, 2025, set to expire Mar. 27, 2025

Job Title	Business Technology - Non-Tenure Track - Spokane Community College
Department	Faculty
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Jan. 28, 2025
Application Deadline	03/27/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Business
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Job Description

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Business Technology - Non-Tenure Track - Spokane Community College

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Business, Hospitality, and Information Technology

Anticipated date of employment is September 15, 2025.

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Salary Information: This is a full-time, annualized (non-tenure track) position with an entry level base salary (for a 175-day academic year contract) of \$68,054 - \$104,495 annually. Future advancement in base salary, up to the current maximum of \$104,495, is based upon a combination of years of service accrued at our college and professional development activity.

Annual salary is comprised of base salary plus any combination of academic year overload contracts, summer effort contracts, project stipends, student club advising stipends, and/or department chair program lead faculty stipends consistent with the provisions of the current collective bargaining agreement between Spokane Colleges and the Association for Higher Education (AHE).

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 03/27/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Business Technology - Non-Tenure Track - Spokane Community College

DUTIES AND RESPONSIBILITIES

- Prepares for and instructs, through online, on-campus, and hybrid modes, classes in the discipline of business technology. Examples of the types of courses typically assigned include: Microsoft Office (Word, Excel, Access, PowerPoint, Project, and Outlook), job preparation, college success, business writing, office procedures, and administrative office management.
- Provides availability and accessibility to students for purpose of academic consulting and support, in a manner appropriate to meet student needs, through a combination of scheduled office hours, e-mail accessibility or other effective means of responsive and timely communication.
- Communicates expectations and establishes clear grading criteria through appropriate instructional means, to include but not limited to developing course syllabi, handouts, and materials supporting the instructional process; evaluates student progress and provides clear, timely feedback.
- Participates in district, division, department, or general faculty meetings; in-service training; academic advising; workshops or seminars; service on district or college councils or committees,

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or other activities within the scope of the position.

- Participates in ongoing curriculum development in response to technology changes, workforce needs, and pedagogical best practices.
- Complies with state and federal law applicable to professional duties and responsibilities; Follows established procedures in areas such as printing, turning in grades, bookstore orders, office support, student financial aid requirements, safety and health issues and related administrative processes.
- Model professional decorum and mutual respect in all personal interactions.
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned.
- In addition, faculty may:
 - Instruct courses in related disciplines based upon individual qualifications and expertise. Examples of related disciplines could include medical office and health information management.
 - Supervise work of assigned work-study students.
 - Advise student clubs or associations.

MINIMUM QUALIFICATIONS

- An earned master's degree in business, education, business technology, computer science, management, office administration, communications, English, marketing, journalism, human resources, or related field from an accredited institution.

DESIRED QUALIFICATIONS

- Two or more years of college level teaching or workplace training experience
- Two or more years of work experience in a professional office environment
- Two or more years of supervisory work experience
- Two or more years of online teaching experience including design, instruction, and assessment.
- Microsoft Office Specialist certifications or other relevant technology certifications

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and

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promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

This is an annually contracted (annualized) position. Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan.; leave accruals and usage are governed by the faculty master contract.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic



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information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/business-technology-non-tenure-track-spokane-community-college-spokane-washington-united-states>

jeid-8186fae453508a4d9ddb2486a9ffbc0c

Contact Information

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

Contact

Faculty

Community Colleges of Spokane

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