

Assistant Professor Business/Accounting  
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=252667>

Downloaded On: Feb. 5, 2025 4:48am

Posted Feb. 4, 2025, set to expire Mar. 9, 2025

<b>Job Title</b>	Assistant Professor Business/Accounting
<b>Department</b>	Business
<b>Institution</b>	Central Oregon Community College Bend, Oregon
<b>Date Posted</b>	Feb. 4, 2025
<b>Application Deadline</b>	03/09/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Assistant Professor
<b>Academic Field(s)</b>	Business
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**Job Description**

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**Assistant Professor Business/Accounting**

**Position Number:** B352PD

**Starting Wage/Salary:** \$61,560 - \$72,009 plus exceptional benefits

**Close Date:** 03/09/2025

**Primary Purpose:**

## Assistant Professor Business/Accounting Central Oregon Community College

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The Assistant Professor of Business provides instruction to students in the **Business** program, develops curriculum, assesses student learning, provides student advising and offer specialized training to small businesses and community groups.

### **CTE Program Director Information:**

Every CTE program has a Program Director. As faculty within the Business program, you may be asked to perform the job duties of the Program Director for the Business program. In the event that this designation is given, you will be provided with the information regarding this position prior to any appointments.

### **Essential Duties and Responsibilities:**

- Provide instruction in area of discipline, using approved course outcome guides. This includes teaching core business classes such as Introduction to Business, Business Law, Business Math, and Customer Service as well as accounting courses. Teaching assignments may be during the day (including early morning), evening, or weekend or online, and could include classes taught at any of the College campuses.
- Provide student advising and assistance in areas of course selection, career planning, job placement and employment follow-up.
- Hold at least five scheduled office hours per week for student help sessions and program assistance.
- Participate in department meetings, curriculum revision, course assessment, program assessment, and program review.
- Engage in regular professional growth activities, remain current in the field, and maintain current credentials or licensures as required by the program.
- Participate in service to the college. This may include participating in College committees, taskforces, peer teams, or other activities.
- Provide meaningful, professional service to the community, businesses, public agencies, and other organizations.
- Perform other essential job functions as assigned that support the overall objective of the position.

### **Knowledge, Skills, and Abilities:**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is

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expected to follow College work rules and policies.

- Thorough knowledge in the field of taught discipline and demonstrated ability to apply this knowledge.
- Ability to adapt and use a variety of teaching and assessment techniques including the use of technology to enhance student success.
- Ability to observe, direct, and oversee students ensuring safety in the classroom or laboratory.
- Ability to work with and present various curriculum concepts to a wide range of students with varying diverse backgrounds, abilities, and learning styles.
- Ability to effectively use Microsoft Office suite: various course management systems; technology to teach traditional, hybrid, or online courses; and other technology used in the instruction setting.
- Ability to communicate effectively and respectfully with diverse students, staff, and community members.
- Ability to provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status.
- Willingness to travel and or teach at various hours and campus locations, as required.
- Ability to foster a collaborative atmosphere among students and the willingness to work as a member of a team with faculty.
- Excellent oral, written and electronic communication skills.

**Minimum Requirements:**

**Minimum Requirements for Transfer**

**Education**

- Masters Degree Business from an accredited institution; or a minimum of 30 quarter hours (20 semester hours) of graduate credit in academic courses in Business.

**Experience**

- One year of successful College teaching experience in the subject area or evidence for the potential for excellence in teaching.

**Preferred Qualifications:**

- CPA or CMA professional designations.

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- Two years full-time (or equivalent part-time) teaching at the community college level.

To apply, visit <https://jobs.cocc.edu/postings/11039>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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### Contact Information

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

### Contact

Business

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