

Management Instructor - Non-Tenure Track - Spokane
Falls Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=253488>

Downloaded On: Feb. 22, 2025 12:56pm

Posted Feb. 19, 2025, set to expire Mar. 27, 2025

Job Title	Management Instructor - Non-Tenure Track - Spokane Falls Community College
Department	Faculty
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Feb. 19, 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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Management Instructor - Non-Tenure Track - Spokane Falls Community College

Community Colleges of Spokane

Location:Spokane Falls Main Campus Spokane

Department:SFCC Management

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



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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

At Spokane Falls Community College (SFCC), we are passionate about empowering students through education that transforms lives and expands opportunities. Our Business Department is a collaborative team with a strong regional reputation for providing high-quality, comprehensive education.

Our mission is to close equity gaps by offering an inclusive and supportive environment where students can thrive and achieve their career goals. Guided by equity-minded practices, we prepare students to excel in a rapidly changing global economy. We advance our mission through [Guided Pathways](#), whereby all students engage their passions through applied learning and discover their personalized path to achieve their educational goals.

We are seeking a dynamic and equity-driven educator to join our Business department as a Business Management Instructor. This is an exceptional opportunity to make a lasting impact by preparing students for careers in marketing, human resources, management, and customer service. The successful candidate will primarily teach **in-person** courses with an emphasis on evening offerings. These courses are taught using blended in-person approaches including [hybrid and/or flexible modalities](#).

Spokane Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

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 Management Instructor - Non-Tenure Track - Spokane Falls Community College

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

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- Collaborate to develop, produce, and revise an effective curriculum that meets the needs of a rapidly changing industry; prepare course materials and instruct a wide range of learners through varied modalities; including [hybrid and/or flexible modalities](#).
- Develop course syllabi, assessments, and instructional materials with equity-minded practices.
- Communicates expectations and establishes clear grading criteria; evaluates student progress and provides clear, timely feedback.
- Provide academic advising and support to students through a variety of communication channels, including face-to-face and remote interactions.
- Foster a respectful, inclusive classroom environment that supports diverse learners.
- Participate in course learning outcome assessment through artifact curation and quarterly data entry.
- Engage actively in department, college, and district projects and initiatives.
- Support SFCC's mission and strategic plan through collaboration and professional engagement.

MINIMUM QUALIFICATIONS

- An earned a master's degree from an accredited institution in Business Administration or a related field (e.g., Marketing, Human Resources, Customer Service, Management, and/or Communications).
- A minimum of three years of professional experience in business or a related field.
- Experience with teaching (e.g., workshops, training sessions, or formal coursework).
- Demonstrated commitment to teaching and supporting a diverse student population.
- Demonstrated experience using MS365.
- Commitment to supporting the mission and values of community colleges.

DESIRABLE QUALIFICATIONS

The following competencies are not necessary for application, but having one or more of these could increase a candidate's success:

- The equivalent of one or more years of formal classroom teaching experience.
- Community college teaching experience.
- Experience with curriculum and program design in college settings.
- More than four years of professional business experience.
- Demonstrated professional management experience.
- Ability to teach using MS365 applications.

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- Experience teaching in multiple modalities, including online, hybrid, and in-person.
- Demonstrated success working with underserved populations.
- Demonstrated success working with community organizations or industry partnerships.
- Commitment to professional development and continuous improvement.

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 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

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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 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/management-instructor-non-tenure-track-spokane-falls-community-college-spokane-washington-united-states>

Contact Information

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

Contact



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Faculty

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