

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

Direct Link: <https://www.AcademicKeys.com/r?job=255471>

Downloaded On: Jun. 19, 2025 3:19am

Posted Apr. 7, 2025, set to expire Aug. 6, 2025

Job Title	Business Leadership Faculty, Part-Time (Adjunct Faculty Pool)
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Apr. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Faculty Associate Adjunct Professor
Academic Field(s)	Business
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Job Description	

Posting Details

Position Information

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Requisition Number: FAC00449

General Description

The Business Leadership, Fashion, & Hospitality Department invites applications for an adjunct faculty position. Applicant credentials will be kept on file until 12/31/2024.

The Business Leadership, Fashion, & Hospitality Department includes a variety of degrees and certificates in the areas of Business Leadership, Corporate Social Responsibility, Culinary Arts, Entrepreneurship, Fashion Merchandising and Marketing, Project Management, and Tourism and Hospitality Management. 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 students in this department transfer to schools in the Philadelphia area to complete baccalaureate degrees in their chosen field while others move directly into new jobs or progress in their current career paths. In addition to our newly developed AAS Business Leadership degree and Business Leadership proficiency certificate, we offer a first-year experience course with a business leadership focus. This position will play a key role in further developing our business leadership programs and teaching in this area.

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.

Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development and 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.

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

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student success at the center of all efforts, establishing the means for each student to achieve their goals.

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Specific Responsibilities

- Teach Business Leadership courses to students with a broad range of career interests.
- Help community college students further develop their Business Leadership skills, professional attitudes and behaviors, for college and workplace success.
- 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 curriculum, 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 and other scheduled responsibilities such as meetings at the designated times.
- Receive training or stay current in technological or pedagogical advances that promote student learning, including learning and using Publisher's software when applicable.
- Develop and maintain working relationships with Philadelphia business industry/workforce.
- 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

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College's faculty, staff and students.

- Participation in continual assessment and course updates to ensure excellence in meeting 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.
- 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.
- Commitment to the College's Mission: Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- External and Internal Community Relations: Actively participate in the academic life of the College; including participation in graduation, recruitment events, general assemblies, student life activities and other cross functional teams. Create learning opportunities for students inside and outside of the classroom including opportunities to teach dual-enrollment high school students.
- Collaboration: 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.
- Respect for Diversity: 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.
- Assessment: Full participation in the assessment of student learning and student learning outcomes at the course, program, and institution levels.
- Student Success: 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.
- Leadership and Development: 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

- MBA or a Master's degree in organizational leadership, human resources, business communication or other disciplines taught in a business school setting (e.g., administration,

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marketing, management, project management, corporate social responsibility, hospitality), or a related degree.

- Six (6) years' experience in the business industry.
- At least one (1) year of teaching experience.
- Excellent oral, written, and interpersonal communication skills.
- Ability to effectively use teaching strategies and technologies for in-person and/or online learning.

Preferred Qualifications

- Two years in a management role.
- Active participation in industry related professional development activities, meetings and/or conferences.
- Commitment to participating in the intellectual life of the department, and willingness to participate in the life of the college.
- Demonstrated experience teaching diverse student populations and addressing equity gaps.
- Demonstrated experience teaching within a community college.
- Bilingual or other language proficiency.

Work Location: Main Campus

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

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- 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 candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

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Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * 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)

3. * Do you have MBA or a Master's degree in organizational leadership, human resources, business communication or other disciplines taught in a business school setting (e.g., administration, marketing, management, project management, corporate social responsibility, hospitality), or a related degree?
 - Yes
 - No
4. * Do you have 6 years' experience in the business industry?
 - Yes
 - No
5. * Do you have at least one year of teaching experience?
 - Yes
 - No
6. * Do you have at least two years in a management role?
 - Yes
 - No
7. * Do you have active participation in industry related professional development activities, meetings, and/or conferences?
 - Yes

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- No
- 8. * Do you have experience teaching at a community college?
 - Yes
 - No

Documents Needed to Apply

Required Documents

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

Optional Documents

1. Teaching Philosophy
2. Writing Sample
3. Unofficial Transcripts
4. Letters of Recommendation

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Contact Information

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

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Contact Abby Ametrano Aametrano@ccp.edu

All Jobs

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