

**Business Instructor - Adjunct - Newport, WA**  
**Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=259757>

Downloaded On: Jul. 17, 2025 12:05pm

Posted Jul. 16, 2025, set to expire Jan. 6, 2026

**Job Title** Business Instructor - Adjunct - Newport, WA  
**Department** SCC Rural Education  
**Institution** Community Colleges of Spokane  
Spokane, Washington

**Date Posted** Jul. 16, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Lecturer/Instructor  
Adjunct Professor

**Academic Field(s)** Business

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**Job Description**

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**Community Colleges of Spokane**

**Location:** SCC Newport Campus Newport

**Department:** SCC Rural Education

**Open continuous.**

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**Starting salary for this position is: \$40.83 - \$86.87 per hour based on workload category.**

**This is an adjunct (part-time) position. Compensation will be pro-rated according to the amount of workload assigned. Spokane Colleges reserves the right to cancel this recruitment without notice. Academic employees are represented by the Association of Higher Education (AHE), which is affiliated with NEA and WEA. Membership is optional.**

### **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.

**First review of applications will occur on 08/01/2025, interested applicants are encouraged to apply early.**

### **About the Business Instructor - Adjunct - Newport, WA**

Spokane Community College's Newport Center seeks qualified candidates for consideration of employment in this adjunct faculty position in Business with a focus on general business, marketing, and management. We are specifically looking for an instructor to teach Intro to Business (BUS& 101), Human Relations in Business (BUS 280), Microsoft Word I (CATT 120), and Microsoft Excel I (CATT 138). Other classes may be available in future quarters.

**First review of applicants will take place on the week of August 4th. Classes begin on September 17th for fall quarter of 2025.**

This unique opportunity provides the right candidate the benefits and challenges associated with teaching in a small, close-knit community, while still offering support from and relationships with peers and resource centers at the larger SCC main campus. SCC's Newport Center is just 40 minutes from north Spokane and is socioeconomically and culturally diverse. While many students participate on-campus in Newport, these classes also serve students from our other rural sites in Colville, Inchelium, and Republic.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Prepare for and instruct classes in the discipline of Business, through traditional classroom and computer lab settings with interactive television/live web conferencing (ITV) and a variety of modalities including but not limited to hybrid, online, and flex distance learning modes. Examples

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of the types of courses typically assigned include: business, marketing, and management.

- Class assignments and office hours will be based out of our Newport Center and may also include evening classes.
- Provide 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.
- Develop, revise, and update curriculum in collaboration with department, college faculty or community stakeholders, according to established curriculum procedures.
- Maintain and develop community relationships with local organizations such as small business administration, economic development districts, chamber of commerce, tribal leadership, and community action agencies.
- Conduct ongoing assessment of course quality and student learning. Assist in the review of program needs and assessment.
- Communicate expectations and establish 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;
- Participate in district, division, department, or general faculty meetings; in-service training; curriculum development; academic consulting; workshops or seminars; service on district or college councils or committees, or other activities within the scope of the position;
- Comply 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;
- 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. Of particular interest are Business Technology and Computer Information Systems.
  - Supervise paraprofessional employees or direct the work of assigned work-study students. Responsible for ensuring assigned staff adhere to acceptable behavior and performance standards. Demonstrate that assigned staff have been informed how behavior and performance will be assessed, receive timely and accurate feedback regarding performance, and any observed performance and behavioral problems are corrected promptly.
  - Advise student clubs or associations.

### MINIMUM QUALIFICATIONS

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- An earned Master's degree in Business, Management, Business Education, or a related discipline from an accredited institution with emphasis and concentration in the teaching areas outlined above.
- Previous teaching / training experience.
- Ability to work effectively as a member of a team and with other faculty and administration.

### DESIRED QUALIFICATIONS

- Teaching experience in a community college setting.
- Two or more academic years of teaching experience
- Demonstrated experience teaching and/or working with rural, often socioeconomically diverse student populations.
- Experience teaching with a variety of instructional technologies and modes of delivery, such as ITV, hybrid, and online.
- Experience with design, instruction, quality assurance, and assessment in the online learning environment.
- Microsoft Office Specialist (MOS) Certification and/or Microsoft Certified Educator (MCE) Certification.

*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

Adjunct faculty must work two (2) consecutive quarters at 50% or more of full-time academic load in order to qualify for benefits (based on instructional hours only). Once determined to be eligible, benefits

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begin on the first day of the month following the beginning of the quarter. 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](mailto: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*

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*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-instructor-adjunct-newport-wa-newport-washington-united-states>**

**Contact Information**

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

**Contact**

SCC Rural Education

Community Colleges of Spokane

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