Management Faculty, Part-Time, Adjunct Pool
Community College of Philadelphia

Job Title Management Faculty, Part-Time, Adjunct Pool

Department All Jobs

Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Aug. 5, 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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Apply By Email

Job Description

Posting Details

Position Information

Position Title: Management Faculty, Part-Time, Adjunct Pool

Requisition Number: FAC00465

General Description

The Business Administration Department seeks to hire Part-Time Management Faculty for the 2024-2025 academic year.

The Business Administration Department includes associate degree offerings in Accounting and Business covering disciplines in Accounting, Economics, Finance, Management, Marketing, and Real Estate. The department also offers a certificate in Insurance. The department strives to meet the needs of all students interested in obtaining an education and skills in these areas and is focused on preparing business leaders, professionals, and entrepreneurs for successful careers. Graduates enter the industry and find a career in the business area they choose or transfer to a 4-year institution to earn a bachelor's degree to complete the next step in their educational pathway. The Business - General program is transferable to AACSB-accredited programs.

*Applicant credentials will be kept on file until the end of the 2024-2025 academic year with the intent to hire additional instructors for the forthcoming semesters.

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

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

Specific Responsibilities

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- Teach Management courses (MNGT 121 Introduction to Business, MNGT 141 Principles of Management) to students with a broad range of career interests .
- 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.
- 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 office hours and meetings at the designated times.
- 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.
- Technology Proficiency: Effectively navigate the college's learning management system, Canvas, and use technology to administer courses and communicate with students.
- 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

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- Master's degree in Management or a related field. Candidates having a degree in a related field must have 18 graduate credit hours in Management fields (i.e., management, human resource management, industrial relations, operations management, organizational behavior, strategic management).
- A minimum of two years of verifiable business experience in the Management field, other than self-employment consultancy.
- Ability to deliver required, predefined course elements, while drawing from one's own knowledge and experiences, to engage students and make the course their own.
- Willingness to revise and update courses.
- Excellent oral, written, and interpersonal communication skills
- Ability to teach classes in the day, evening, at the main campus, and/or at Regional Centers.

Preferred Qualifications

- At least five years of teaching experience, preferably, at the community college level or higher level.
- Knowledge and/or willingness to develop and teach distance education and web enhanced courses.
- Active participation in industry related professional development activities, meetings, and/or conferences.
- Prior experience using Canvas Learning Management System.
- Commitment to participating in the intellectual life of the department, and a 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, NERC, CATC, NWRC

Benefits Summary
Salary Grade or Rank: Adjunct Faculty
Position Type: Faculty
Employment Status: Part-Time

Special Instructions to Applicants

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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

Required fields are indicated with an asterisk (*).

1. * How did you first learn about this employment opportunity?
   - Community College of Philadelphia Website
   - Careerbuilder.com
   - HigherEdJobs.com
   - LinkedIn
   - The Chronicle
   - Job Fair
   - Indeed.com
   - HireVeterans.com
   - HERC - Higher Education Recruitment Consortium
   - CCP - Faculty Recruiting Event
   - 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.

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(Open Ended Question)

3. * Do you have a minimum of two years verifiable business experience in the Management field, other than self-employment consultancy?
   ○ Yes
   ○ No

4. * Do you have a Master's in Management or related field? Candidates having a degree in a related field must have 18 graduate credit hours in Management fields (i.e, management, human resource management, industrial relations, operations management, organizational behavior and strategic management).
   ○ Yes
   ○ No

5. * Do you have the ability to deliver required, predefined course elements, while drawing from one's own knowledge and experiences, to engage students and make the course their own?
   ○ Yes
   ○ No

6. * Do you have the flexibility to teach classes in the day and evening at the main campus, and/or at Regional Centers?
   ○ Yes
   ○ No

7. * Do you have at least five years of teaching experience, preferably, at the community college level or higher level?
   ○ Yes
   ○ No

8. * Do you have prior experience using Canvas Learning Management System?
   ○ Yes
   ○ No

9. * Do you have active participation in industry related professional development activities, meetings and/or conferences?
   ○ Yes
   ○ No

10. * Are you bilingual or other language proficiency.
    ○ yes
    ○ no

Management Faculty, Part-Time, Adjunct Pool
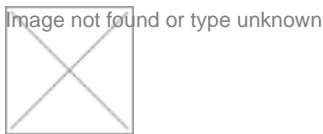## Community College of Philadelphia

Documents Needed to Apply

Required Documents

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

Optional Documents

1. Teaching Philosophy
2. Writing Sample
3. Letters of Recommendation
4. Other Document (See Special Instructions to Applicant)

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Contact Information

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

Contact   Abby Ametrano Aametrano@ccp.edu

All Jobs

Community College of Philadelphia

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