

Part-Time Non Credit Accounting Instructor (Pool)
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229844>

Downloaded On: May. 13, 2024 1:40am

Posted Jan. 31, 2024, set to expire May 29, 2024

Job Title Part-Time Non Credit Accounting Instructor (Pool)
Department
Institution West Valley-Mission Community College District
Saratoga, California

Date Posted Jan. 31, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Business

Apply Online Here <https://apptrkr.com/4979415>

Apply By Email

Job Description

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Part-Time Non Credit Accounting Instructor (Pool)

West Valley-Mission Community College District

Closing Date:

Definition:

PART-TIME, ASSOCIATE FACULTY POOL

Applications for Part-Time, Associate Faculty pools are continually accepted (unless otherwise

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specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

Assignment:

This position is a part-time position as an Associate Instructor. The teaching assignment may require teaching lecture-discussion courses during day, evening or on Saturday and/or in an on-line/distance education format. The assignments are as needed, during Spring, Summer, and/or Fall semesters. This position is represented by the Association of College Educators (ACE).

Work location: West Valley College, Saratoga, CA

Salary and Benefits:

Salary is based on a percentage of workload, up to a maximum of 67% of a full-time load. Salary is prorated based on an initial hiring salary range of \$34,143 - \$49,337 per semester; and is based on academic achievement, teaching and related experience.

Minimum Qualifications:

Education & Experience- possess any one of the following:

- Masters degree in accountancy or business administration with accounting concentration; OR
- Bachelors degree in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND masters degree in business, business administration, business education, economics, taxation, finance; OR
- Bachelors degree in accountancy or business administration with accounting concentration, WITH a CPA license is an alternative qualification; OR
- A valid California Community College Instructors Credential in Accounting; OR
- Bachelors degree; AND two years of occupational experience in Accounting OR
- Associate degree; AND six years of occupational experience in Accounting;

Examples of Duties and Responsibilities:

Instructional duties and assignments may consist of one or more of the following:

- Provide instruction for assigned courses. This includes preparation for in-class or on-line/distance education activities, evaluation of students work, consultation with students outside of class and/or on-line, maintenance of currency in the subjects taught.
- Maintain accurate class and other records required by the college.

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- Submit, when due, attendance rosters and grade reports.
- Follow course outlines as filed in the instruction offices.
- Maintain office hours each week, at .5 hours per week per section.
- Observe, support and enforce the regulations, policies and programs of the District and college.
- Provide each student with a written course syllabus at the beginning of the course, as per instructions in the Faculty Handbook.
- Refer students to appropriate college sources for information on counseling and other student services.
- Assist students by providing advice on requirements for successful achievement in the members area of expertise.
- Work cooperatively within the college community.
- Foster an environment that protects academic freedom within the college community.
- Foster a positive working environment that is free from harassment, prejudice and/or bias.
- Demonstrate a respect for the dignity of each individual.

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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