

Instructor/Assistant Professor Of Business
Western Wyoming Community College

Direct Link: <https://www.AcademicKeys.com/r?job=234051>

Downloaded On: May. 17, 2024 2:06pm

Posted Apr. 3, 2024, set to expire Aug. 2, 2024

Job Title Instructor/Assistant Professor Of Business
Department Business Department
Institution Western Wyoming Community College
Rock Springs, Wyoming

Date Posted Apr. 3, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Lecturer/Instructor
Assistant Professor

Academic Field(s) Business

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Job Description

Posting Number

P1998

Job Title

Instructor/Assistant Professor of Business

Students Only

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Job Description Summary

The primary responsibility of this individual is to provide quality instruction to Western students enrolled in various classes taught at the main campus in Rock Springs and at the Green River Center. Teaching Internet courses will be common in this position as will teaching condensed block courses. This individual must be able to relate to a wide variety of students in the community college environment including local business audiences seeking industry-training programs. This individual's responsibilities will include teaching courses throughout the Business department.

The typical load is 30 credit hours per academic year; usually 5 courses per semester.

It is expected that this individual will accomplish assigned duties in an efficient, effective, and competent manner, and strive for improvement and excellence in all work performed. Additionally, this individual must understand the comprehensive role of the community college and cooperate and work harmoniously with college personnel and the public. This individual must follow all college policies, rules, regulations, and guidelines as they relate to this position.

PRIMARY DUTIES AND RESPONSIBILITIES FOR WHICH THIS INDIVIDUAL IS ACCOUNTABLE

1. Provides quality instruction to students in assigned courses, including, but not limited to the following: Accounting, Economics, Finance, Decision Science, Management, Marketing, Ethics, Business Administration,.
2. Provides quality learning experiences for all students enrolled in accordance with their needs and abilities while maintaining the basic integrity of the course's standards and objectives. Motivate students through careful preparation of course materials, use of effective teaching methodologies, and provides substantive feedback on assignments and discussions.
3. Follows department objectives and criteria for each course, follows the Curriculum Committee's guidelines regarding course syllabi; and evaluates student performance in light of these objectives and criteria.
4. Provides leadership to adjunct and concurrent faculty on the design and delivery of common course content
5. Advises students clearly and effectively; learns the requirements for Western graduation and for transfer to other regional colleges and universities.
6. Recommends course schedules to the Chair of the School of Business and Computer Technology and Business Department Facilitator; mentors adjunct instructors as assigned; revises existing courses to maintain currency, and recommends and develops new courses as

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needed.

7. Develops good working relationships with business professionals in the College's service area in order to solicit cooperation and support for curricular planning and other functions.

Other Related Duties

1. Assists in the College's student recruitment program by cooperating with the Director of Admissions and Advising, visiting area schools, encouraging students to attend Western, and promoting the value of the college.
2. Serves as a resource to the community by being willing to speak to groups, answer specific inquiries, assist with research projects and workshops, locate information, and perform other related tasks.
3. Assists in developing a well-rounded, usable library collection in his/her discipline; teaches the proper use of library and Internet resources.
4. Works with staff of Center for Teaching and Learning, College and Career Readiness, Peer Tutor Center, Mustang Central, Wellbeing and Accessibility, and the Library. Refers students to the resources of these programs.
5. Assists the Chair of the School of Business and Computer Technology in all school activities as requested including attending school meetings, completing school duties and paperwork, and participating in other divisional activities.
6. Becomes familiar with, and participates in, Western's efforts for planning and improvement, such as assessment of student learning, student engagement, strategic planning, or master planning.
7. Assists adjunct faculty on campus and in Western's outreach areas to maintain quality instruction consistent with campus programs; reviews applications of adjunct faculty from Outreach sites.
8. Works with the Chair of the School of Business and Computer Technology to develop an individual professional development plan that will be of mutual benefit to the individual and to Western; completes all elements of Faculty Evaluation Plan.
9. Becomes familiar with the budgeting process of the college and limit departmental expenditures to budgeted levels.
10. Takes prudent efforts to safeguard Western physical resources from unauthorized use. Maintains safe working conditions and practices.
11. Learns to communicate clearly and effectively using the college network system, including the e-mail system, word processing, and the online advising modules.
12. Stays current by attending conferences, seminars, and workshops, and by reading appropriate professional literature.
13. Performs other related duties as assigned.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position requires prolonged standing, sitting, and frequent bending, stooping, or stretching. Additional requirements include: eye-hand coordination and manual dexterity, the ability to distinguish letters or symbols, and the ability to use office equipment such as a computer, calculator, telephone, projector, scanner, and copiers. Specific vision abilities required by this position include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee regularly works in classroom and/or lab conditions and, occasionally, may provide training at an employer's work site. The noise level in the work environment is usually moderate to high. Employees are required to travel.

Minimum Qualifications

MINIMUM QUALIFICATIONS (Education, Experience, Knowledge, and Abilities,)

1. Graduation from an accredited college or university with an earned Master's Degree in Business Administration, or a closely related field.
2. Experience in teaching in relevant content areas.
3. Comprehensive knowledge of the concepts, technologies, principles, and practices of Business Management, Marketing, Ethics, Finance, Accounting, and Decision Science.
4. Ability to establish and maintain effective working relationships with students, staff, and administrators.
5. Ability to exercise sound judgment in all facets of the student-teacher relationship and to teach a diverse group of community college students.
6. Demonstrated effective oral and written communication skills.

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Equivalency Statement

For those who do not exactly meet all the minimum qualifications, an equivalent combination of education and experience that has provided comparable knowledge and abilities may be acceptable.

Preferred Qualifications

PREFERRED ADDITIONAL QUALIFICATIONS (Knowledge, Abilities, Education and Experience)

1. Private-sector business experience that has provided valuable insight and provides the basis for real-world application of business concepts and theories.
2. Active participation in relevant professional organizations.
3. Teaching experience at the college level substantiated by excellent student evaluations and/or letters of recommendation.

Open Date

03/08/2024

Close Date

Open Until Filled

Yes

Special Instructions to Applicants

Unofficial transcripts are accepted for application purposes. Official transcripts will be required as a condition of employment

Contact Information

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Contact

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