

Business Technology Instructor

Position

Position is a full-time, nine-month appointment beginning Fall Semester 2022.

Description:

The teaching load is 15 hours per semester (30 semester hours per year) consisting of classes in one or more of the following: Office Technology, Computer Science, Accounting, Management, Marketing, Business, or related classes. Courses taught could potentially include evening, off-campus sites, internet, multi-modal instruction or concurrent credit offerings. Voluntary summer assignments are also possible. The instructor will be required to maintain 15 office hours per week to meet with students and/or attend meetings. The instructor is also responsible for student academic advising, the development or reporting of the assessment of student learning at the course, program, and institution levels; curriculum review or development; and student success activities.

ANC has a faculty ranking system which provides the opportunity for promotion to the rank of Assistant Professor, Associate Professor, or Professor based on years of service, student evaluations, dean evaluations, institutional service, community service, scholarship, student success, and professional development. The ranking system is not a tenure system and does not replace the yearly performance evaluation.

Qualifications:

A minimum of a Bachelor's Degree in a business related field is required with a Master's Degree preferred. The successful candidate will be required to effectively communicate with students, faculty, and staff and have excellent organizational and interpersonal skills. The use of technology to enhance or deliver instruction and a willingness to develop and teach online courses is also required. Experience teaching in higher education with nontraditional students is preferred.

Responsibilities:

- Teach 30 semester credit hours per year, with possible assignments in the evening, at any of ANC's satellite campuses or online in response to institutional need
- Maintain 15 office hours each week
- Utilize ANC's learning management system in all courses
- Make continuous efforts to improve the quality of instruction by working with colleagues to assess the effectiveness of courses, analyze the results, and design and implement plans for improvement
- Actively participate in committee and division meetings and community or college activities

- Perform academic advising, demonstrating sensitivity to students with diverse academic, socio-economic, cultural and ethnic backgrounds and students with disabilities
- Participate in professional development activities
- Collaborate with other members of the Allied Technologies Division to develop or update departmental course syllabi
- Develop and update first day handouts
- Participate in the evaluation process each year by completing a self evaluation and an action plan for improvement

Salary: Salary is determined by education and experience as defined on the Faculty Placement Schedule. A generous fringe benefits package is included.

Application Deadline: Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedure: To apply, send completed ANC application, letter of interest, resume, references, and transcripts and certification materials to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Call (870) 762-3121 or email thampton@smail.anc.edu for more information.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: May 20, 2022

ANC is an affirmative action, equal opportunity employer.