

Business Administration Instructor

Division	Instructional Services	Department	Career Technologies Division		
Classification	Curriculum Faculty	Revised	April 2003		
Supervisor	Dean/Director	Position #	(leave blank)	Job Class	(leave blank)

Statement of Primary Purpose

Provide instructional services.

Classification

Curriculum faculty, full-time, exempt.

Essential Functions and Responsibilities

1. Prepare and teach assigned courses in accordance with course outlines and published course schedule.
2. Maintain accurate records for each course taught.
3. Prepare, review, and update course outlines on a regular basis.
4. Recommend and assist with curriculum revisions as necessary.
5. Assist in student recruitment, advising, and retention.
6. Serve on college standing committees and attend meetings.
7. Participate in curriculum advisory committee meetings, if applicable.
8. Assist in selection and ordering of equipment, supplies, and textbooks.
9. Participate in college events and activities.
10. Attend college commencements.
11. Cooperate in scheduled student evaluations of instructor and course.
12. Keep regular posted office hours in accordance with college policy.
13. Submit all college reports in an accurate timely fashion.
14. Attend instructor and departmental meetings as scheduled.
15. Be responsible for professional development and maintaining professional competence.
16. Establish and maintain effective working relationships with students, faculty, staff, and others.

Additional Duties and Responsibilities

Perform other duties as assigned.

Minimum Qualifications

Education	Master's Degree 18 Graduate Hours in BUS, MKT, LAW, CIS, or ACC
Knowledge and	(specific training, technical skills, body of knowledge, etc. needed as a minimum to function

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Skills	effectively)
Physical Demands	(example: must lift 30 lbs. overhead frequently; must be able to ascend/descend a ladder)
Licensing Requirement	(specific license or certification required as a minimum job requirement. Example: valid driver's license; Registered Nurse in N.C.)
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
(Describe working condition of position, amount of required travel, physical location or conditions. Example: requires outdoor work in inclement weather conditions.)	
Equipment Operation	
(list any equipment that this position must operate. Omit typical standard office equipment such as telephones, fax machines, staplers, etc. Include any specific computer programs, or equipment that the general public does not use on a daily basis. Example: Forklift; an accounting software package.)	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	