



Job Description

Job Title: Adjunct Instructor Accounting		
Division/Department: College of Arts & Sciences	Location: Main Campus	
Reports to: Chairperson, School of Business	Position Number:	
Position Type: Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Student Worker <input type="checkbox"/>	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 7-10

POSITION SUMMARY:

The School of Business at Mid-America Christian University seeks a part-time faculty member with a passion for teaching, and a desire to join faculty and staff to teach undergraduate courses within the area of Accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide quality instruction and feedback for students in the area of Accounting
- Be available to provide support for student learning
- Create, distribute, and follow a syllabus which is based on the master syllabus of the course, aligned to student outcomes of the program, and approved by the Chair of the School
- Assess student performances of the outcomes of the program and provide data to the Chair of the School and Chief Assessment Officer
- Maintain appropriate records
- Respond to students, administrators, faculty, and staff in a timely manner
- Support the mission and goals of the Business Program and the University

QUALIFICATIONS:

- Must possess excellent communication, both oral and written, and organizational skills necessary to the position
- Must possess excellent relationship skills to work effectively with individuals or groups
- Must be flexible in the days and times they are available to teach

EDUCATION and/or EXPERIENCE:

Prefer applicants with or pursuing a doctorate (Ph.D., Ed.D.) in appropriate field. Faculty must be experienced in and demonstrate strong teaching skills. Prefer applicant with practical experience in related field. Faculty members at MACU also serve as a spiritual mentor and are expected to possess an active and mature Christian faith and be involved in a local church.

COMPUTER SKILLS:

Must have knowledge of Microsoft Office applications. D2L software preferred.

PHYSICAL DEMANDS:

The physical demands are representative to those required for successful performance in this position.

WORK ENVIRONMENT:

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