

Position Announcement for **Part-Time Accounting, Business or Economics** **Instructor**

Geneva College invites applications for part-time Instructors for the undergraduate accounting program in the following areas of the Common Professional Components (CPC) described by ACBSP standards: Accounting, Business Finance and Economics. The positions begin immediately and will remain open, until filled. Minority and female applicants are strongly encouraged to apply.



Job Summary: Geneva College invites applications for part-time instructors in the undergraduate Accounting and Business program for courses to be offered on Geneva's main campus. The positions begin January, 2017. The selected candidate will teach a typical 14-week semester plus finals week.

The primary responsibilities and must have knowledge of include:

Responsible for providing quality instruction in the areas specified above to students through well prepared classes, relevant assignments, fair and holistic assessment of learning, and clear documentation of student progress.

Selected candidates will be expected to:

- Teach in one or more of the following CPC areas: Accounting, Business Finance and Economics.
- Successful candidate must be student oriented and focused, results driven, and a team player.
- Adequately prepare all course materials and lessons (Note preparation time will vary based on instructor experience in teaching that course).
- Provide each student with clear course expectations, evaluations and timelines through carefully written topical outlines and approved, standardized syllabus.
- Provide interesting and relevant assignments for students that demonstrate learning outcomes in a real-life setting.
- Suitably challenge, engage, serve and communicate with students to encourage their participation and learning while maintaining mutual value and respect.
- Complete grade books, final grade sheets, learning assessments and final exam assessments on a timely basis.
- Respond to student questions on a timely basis.
- Ensure course and program learning outcomes are delivered as defined by the syllabus.

Personal Qualities - *Christian Commitment*

The successful candidate will be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to the candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's Foundations for Christian Education by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

Education and Experience:

Strong preference will be given to those with a PhD or DBA, and candidates professionally qualified as determined by ACBSP standards will be considered. Candidate must have obtained at least a conferred Master's Degree from an accredited U.S. college/university or international equivalent. Previous higher education teaching experience is preferred.

Application/Inquiry Process:

Application materials should include:

1. a letter which addresses the candidate's interest in this position and the specific skills and qualifications related to the position
2. a resume
3. a statement of faith outlining the candidates relationship to Jesus Christ, including a narrative of your past and present church involvements
4. at least 3 references (including names, addresses, e-mail addresses, and telephone numbers)
5. A completed faculty employment application (available at www.geneva.edu/page/employment)

SUBMIT MATERIALS TO:

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