
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Business Administration Instructor

Full Time

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourne in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas; the college enjoys local financial and moral support from a community which expresses great pride in the institution.

Purpose and Function of the Position

Since quality instruction is the primary function of the college, it is the principal responsibility of each instructor to effectively and efficiently stimulate learning in every course. In addition each faculty member should provide guidance to students through their role as an academic advisor and in more informal ways. Additionally, each faculty member is expected to participate in the governance of the college through committees and divisional meetings, through shared leadership within and across divisions, through personal recommendations to college administrators, and through participation in the Faculty Senate.

Minimum Requirements for the Position

1. Master's Degree from a regionally accredited institution in Business Administration or related field or Master's Degree with 18 graduate hours from a regionally accredited institution in Business Administration or a related field.
2. Teaching experience at a community college or university preferred; to include online instruction.
3. Ability to teach courses offered in the Business Administration curriculum including, but not limited Introduction to Business, Business Law, Principles of Management, Computer Information Systems
4. Ability to advise students, complete required reports, assist the department chair as needed, participate in college projects/committees as assigned.
5. Demonstrate a strong work ethic and high levels of integrity and honesty
6. Ability to carry out institutional effectiveness activities and participate in the life of the college (i.e. serve on committees, advise students, participate in activities)
7. Commitment to the community college "open door" philosophy and the comprehensive community college concept
8. Commitment to professional development
9. Willingness to teach day, evening and weekend classes as required through multiple delivery methods- traditional, hybrid, interactive TV and online. Class assignments may be on SCC's main campus or satellite locations.

Preferred Requirements for Position

1. Eighteen graduate hours in Accounting or Economics
2. Relevant industry experience and teaching experience in a community college setting
3. Current licenses/certifications used for credentialing purposes.
4. Online teaching experience using Moodle

The successful candidate should expect to begin full time work January 2, 2018. Salary dependent upon qualifications, experience, and labor market. Contract is for nine months, paid in 12 monthly installments. **Part-time classes and other supplemental work may be available for the summer semester.** Excellent references from previous employers must be furnished upon request.

A completed Southeastern Community College application (located on the SCC website), a resume including a detailed description of prior coaching experiences, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for applications November 17, 2017

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310. www.sccnc.edu