Business Management (BUS), Assistant (Tenure-Track) Professor R20027

Salary: Depends on Qualifications

Location: Bellevue WA, WA

Job Type: -Faculty

Division: Academic Affairs

Job Number: R20027

Job Status: Full-TimeRepresentedTenure-Track

DESCRIPTION
The Institute for Business & Information Technology (IBIT) division is seeking qualified candidates for a full-time tenure track faculty position for the Professional/Technical Business Management Program, which includes multiple associate degrees and other undergraduate business programs. The instructor shall perform duties and functions under the general direction of the Dean of the IBIT division.

This position is represented by the Bellevue College Association of Higher Education (BCAHE) union.

COMPREHENSIVE WAGE AND BENEFIT PACKAGE
Annual salary is based on a 176-day contract with a minimum of $64,766.96; beginning salary will be determined by the assessment of the candidate’s education and related experience. New hires cannot be placed above $69,446.14 unless exceptional circumstances prevail.

We offer comprehensive compensation package with salary and benefits as the main components. Generous benefits package is offered through Washington State plans that includes multiple medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; temporary housing; transit program, reduced tuition, employee discounts and memberships, etc.

For more details about Bellevue College’s excellent employee benefits, please visit Benefits section, next to Description section.

ABOUT THE COLLEGE
Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle where we serve a student population of over 44% students of color and over 1,100 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our http://www.bellevuecollege.edu/futurevision/core-themes/, diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and
cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.

ABOUT THE DEPARTMENT
The IBIT division delivers professional/technical education, programs, credentials, transfer pathway opportunities, and undergraduate baccalaureate degrees to diverse student populations. IBIT prepares students for success in current and future careers, engages in innovative grants, and collaborates with a variety of partners to meet the educational and workforce needs of our community in the areas of business, digital marketing, data analytics, accounting, information technology, and digital media. The Institute houses four baccalaureate degree programs, pursues grant-based opportunities, and serves a diverse student population.

POSITION DUTIES
Teaching and Program responsibilities include:

• Teach three 5-credit classes per quarter in the fall, winter, and spring quarters; or an equivalent course load, with class sizes of 36 to 42 students.
• Teach courses both in traditional classrooms and online environments.
• Maintain current knowledge and skills in business administration.
• Maintain currency and relevancy of program curriculum via trainings, professional development, and certification, as required.
• Create and revise course materials, including varied assessments of student knowledge.
• Design and facilitate learning experiences centered on student needs and interests by using varied instruction methods and resources.
• Assess student learning outcomes using a variety of assessment methods.
• Hold at least five weekly office hours and generally assist students one-on-one both through electronic media and in-person.
• Use data, self-reflection and student/colleague feedback to revise instruction, improve student success, and better serve all students including historically underserved, underrepresented, or marginalized student populations (e.g. students with disabilities, student of color, first generation college students, LBGTQIA+ students, Veterans, English language learners, etc.).
• Grade and/or provide useful feedback to students in a way that promotes student understanding and improvement and assign overall course grades.
• Foster a positive, equitable learning environment where diversity and pluralism are advanced.
• Promote IBIT programs and recruit students from a culturally diverse population.
• Promote teaching and learning excellence in the Business Management program.
• Participate in advising by providing ongoing academic and career guidance to students to improve student success.

Curricular, Professional Development, and Campus Governance responsibilities include:

• Participate in curriculum design, assessment, and revisions aimed at 1) improvement of course relevancy and 2) promotion of educational equity in the classroom.
• Engage in professional-development opportunities on-and-off campus to maintain currency in applications, research and teaching methodology, and to stay up-to-date on campus programs and policies.
• Contribute to the department through service such as textbook selection, curriculum design, feedback regarding department policies and procedures, program and course-level effectiveness assessments, mentoring of adjunct faculty, and more.
• Contribute to the division, college, and community, such as through representation of faculty and department interests on division-wide and campus-wide committees.
• Participate in campus-wide efforts to dismantle barriers that can impact underrepresented and historically marginalized student populations.
• Provide responsible and compassionate guidance and advising to students as they navigate courses and college systems.
• Contribute to division outreach efforts in the community.
• Perform other reasonable duties and functions assigned as needed.

Community responsibilities include:

• Develop and recruit advisory committee members and meet with potential employers.
• Consult and/or collaborate with colleagues at other colleges, businesses, or professional organizations.
• Represent the college in community events or statewide inter-institutional initiatives.

QUALIFICATIONS/CORE COMPETENCIES

• A Masters in Business Administration (MBA) from an accredited institution, or, a Bachelor's Degree in a related business discipline from an accredited institution plus five (5) years industry experience at a management level.
• Five (5) years of current industry experience in business with an MBA, or 10 years of current industry experience without an MBA.
• Ability to clearly describe current regional, national, and international trends and approaches in business.
• One (1) year experience teaching at the college level or leading industry training in a corporate environment in business.
• Effective oral and written communication skills consistent with business industry standards. Ability to communicate with diverse audiences about business in professional level English.
• Demonstrated experience working collegially with diverse colleagues in a collaborative and inclusive environment.

PREFERRED QUALIFICATIONS:

• Two (2) years experience teaching in higher education.
• One (1) year experience developing curriculum in higher education.
• Ability to teach using multiple modalities in diverse instructional settings, including traditional, hybrid, and online course development and instruction within an evolving discipline.
• Demonstrated past experience in training and/or teaching and learning theory, and openness to classroom innovation.
• Demonstrated ability to facilitate the learning of students and colleagues from diverse backgrounds and academic readiness.

SPECIAL INSTRUCTIONS FOR APPLICANTS
Applications received by 04/12/2020 will be given full consideration. Applications received after that date may be considered until the position is filled. This position will begin Fall Quarter, 2020.

Tenure-Track Full-Time Faculty positions are eligible for relocation allowance.

Background Check:
Prior to start of employment, a background check will be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant’s suitability and competence to perform in the position.

How to Apply:
Click on the word Apply at the top right corner of the job announcement.
Individuals interested in this position are encouraged to apply. Your application must include a complete online application and all of the required documents below to be considered complete. Any application that does not provide all requested information will be considered incomplete and will not be screened for the position.

- Complete an online Application (note that stating "See Resume" on any section of the online Application will be deemed incomplete)
- Complete the Supplemental Questionnaire
- Attach a Cover Letter
- Attach a Curriculum Vitae/Resume
- Attach a statement of your Teaching Philosophy (max 1 pg)
- Attach a Diversity Statement that addresses the following: Please provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to Bellevue College (minimum 1pg, max 2 pgs). Please note that your Teaching Philosophy must be a separate response from your Diversity Statement.
- Attach a copy of academic transcripts (unofficial transcripts may be submitted - official transcripts required upon employment)

To apply, visit https://apptkr.com/1929143

Bellevue College is an equal opportunity employer committed to providing equal opportunity and nondiscrimination to applicants and employees without regard to race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or whether a disabled or Vietnam-era veteran. Please see policy 4100 at www.bellevuecollege.edu/policies/. Applicants with disabilities who require assistance with the recruitment process may contact hr@bellevuecollege.edu or 425-564-2271. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564- 2641, Office C227, and EEOC/504 Compliance Officer, 425-564- 2178, Office R130.

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