

Business Administration Instructor (2021)

Posting Details

Posting Summary

Job Title Business Administration Instructor (2021)

Type of Assignment Full-Time Faculty

Assignment Category Tenure Track

Position Available MiraCosta College's Business Department invites applications for one equity-minded, full-time (10 months per year), tenure-track faculty position beginning in August 2021. Principle responsibilities include teaching courses throughout the breadth of the business curriculum at both the skill-based and transfer level and providing leadership in program initiatives such as Student Learning Outcomes (SLOs) and Program Student Learning Outcomes (PSLOs) design, development, and assessment; updating and developing both existing and new curriculum within the business program; and participating in other program efforts such as the Strong Workforce initiative, the Business and Accounting Club, as well as other grant opportunities. The person selected will share leadership roles with other full-time instructors in coordinating and developing curriculum and using culturally-responsive pedagogical techniques.

Student Demographics MiraCosta College serves a diverse student population. The credit student population in Fall 2020 is as follows: by ethnicity, 37.7% Latinx, 7.4% Asian/Pacific Islander, 3.1% Black/African American, 0.4% American Indian/Alaska Native, 40.2% White, 8.0% two or more races, and 3.1% unknown; by gender, 60.6% female, 38.1% male, 0.1% nonbinary, and 1.2% decline to state; and by age category, 62.5% ages 17-24, 27.8% ages 25-39, and 9.7% age 40 and over. Diversity is also evidenced by student-veterans, re-entry students, students with disabilities, international students, and students who identify as LGBTQIA+.

Diversity, Equity & Inclusion MiraCosta College is an Equal Opportunity Employer and is committed to providing an educational environment that affirms and supports diversity in its faculty, staff, and administration, and promoting an environment of inclusion. The college's commitment to diversity, equity and inclusion is expressed in the policy found at <https://www.miracosta.edu/office-of-the-president/board-of-trustees/docs/3400BP-Diversity-Equity-Inclusion.pdf>, and in MiraCosta College's Institutional Values found at <https://www.miracosta.edu/office-of-the-president/docs/mcc-values.pdf>

The college was designated as a Hispanic Serving Institution (HSI) in 2013. This designation reflects the great responsibility that MiraCosta has to the educational attainment and economic well-being of the surrounding community. We are a veteran and military supportive institution and an Achieving the Dream Leader College. The successful candidate will join a campus that exhibits its dedication to all students and faculty through offering robust, culturally-responsive events, including speaker series dedicated to heritage month events through the Social Justice and Equity Center.

About the Department

The Business program empowers students to gain the skills and confidence necessary to succeed in today's economy. Whether students are looking to master required skills for college success, complete required courses to transfer to a four-year college, or acquire immediate skills to apply to the workplace, the Business program is prepared to motivate, challenge and support the diverse population of students that call MiraCosta home.

The Business program offers five associate degrees and 11 certificates, and most classes are capped at 40 students. Approximately 70% of the department's students transfer to a 4-year university while the remainder pursue local degrees and certificates. The program currently consists of three full-time faculty members with specializations in statistics and analytical business, marketing, communication, and entrepreneurship. To maximize access to the program, all full-time faculty are proficient in teaching in all modalities (on-campus, online, and hybrid) and sequences (full semester, late-start, and 8-week courses). Full-time faculty are also engaged in college governance, professional development and ongoing collaboration regarding program functioning.

The Business program full-time faculty believe that cultural competency with regard to ethnic, cultural, social, and economic backgrounds is an essential skill for success in today's workplace. Faculty collaborate frequently on ways to integrate this competency requirement into the Business program through equity minded teaching strategies both in and out of the classroom.

In summary, the Business program is committed to providing students with a solid foundation of skills to prepare them for today's dynamic workplace. For more information on the Business department visit our website at:

<https://www.miracosta.edu/academics/degree-and-certificate-programs/business-and-technology/business-administration/index.html>

Compensation

Initial salary placement is based on education and experience and ranges from \$75,755 (class I, step 1) to \$126,821 (class VI-doctorate, step 10) on the 2020-2021 Annual Salary Schedule. To view the Full-Time Faculty Salary Schedule, please go to https://miracosta.edu/hr/_docs/salary-schedule-faculty-assembly.pdf

Employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer.

Benefits

MiraCosta College offers a comprehensive package of benefits, which includes employer-paid medical, dental, and vision plans for employee and dependents; \$100,000 employee life insurance; and other optional coverages. Faculty members are also covered under the California State Teachers' Retirement System (CalSTRS).

Minimum Qualifications

To be eligible for this position, you must **meet and provide evidence of** the following minimum qualifications:

1. Master's in business, business management, business administration, accountancy, finance, marketing or business education **OR**
2. Bachelor's in any of the above **AND** Master's in economics, personnel management, public administration, or JD or LL.B. degree **OR**
3. Bachelor's in economics with a business emphasis **AND** Master's in personnel management, public administration, or JD or LL.B. degree **OR**
4. The equivalent. Applicants who do not possess the **EXACT** degree major(s) required to meet the minimum qualifications must attach an equivalency narrative and supporting documentation at the time of application. Instructions can be found at https://www.miracosta.edu/governance/equivalency-committee/_docs/equivalency-instructions.pdf; **OR**
5. A fully satisfied, lifetime California Community College credential authorizing instruction/service in the appropriate subject matter;

AND

6. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

Representative Duties

(E = essential job function)

Duties and responsibilities may include, but are not limited to, the following:

1. Teach business courses throughout the curriculum using culturally-responsive pedagogical techniques and equitable practices for engaging students who are historically underrepresented and under served. (E)
2. Maintain currency in the profession, in applicable technologies, and pedagogical techniques.
3. Work in collaboration with other full-time and associate faculty in coordinating and maintaining currency of curriculum for all courses offered within the Business program and in accordance with advisory board recommendations and labor market demand. (E)
4. Assist in the creation, review, development and evaluation of courses both online and on-ground, certificates, and programs in collaboration with other instructors as appropriate. (E)
5. Develop and maintain relevant instructional support materials for on-ground, hybrid, and online delivery.
6. Assist in recruiting students and promoting the business program through participation in college-sponsored events, student clubs, engaging the business community, and educational outreach. (E)
7. Participate in the development, assessment and evaluation of student learning outcomes (SLOs) and program student learning outcomes (PSLOs). (E)
8. Participate in typical departmental, program, and faculty functions such as service on hiring committees, faculty evaluations, program review, collaboration with colleagues, participation in department meetings and working groups, and mentoring associate faculty. (E)
9. Participate in institutional service, which includes college-wide committee work and collegial governance, as well as the development and implementation of the business department's contribution to the guided pathways project.
10. Participate in the tenure review process as described in the "Criteria for Evaluation" at <https://www.miracosta.edu/governance/trec/tenure-candidate-info.html>.
11. Commitment to learning, providing, and staying current with culturally responsive instruction to students of diverse abilities, interests, and cultural backgrounds.
12. Demonstrated ability to communicate effectively in oral, written, or electronic communication across different stakeholder groups.
13. Ability to contribute to the mission of the college.

Desirable Qualifications

We are most interested in finding the best candidate and encourage you to apply even if you don't meet every one of the desirable qualifications listed below.

1. Relevant business experience in one of the following areas: management, human resources, accounting, finance, marketing, operations, IT, data analytics.
2. Relevant work, community service, advising, extracurricular experience and/or academic preparation that demonstrates an understanding of minoritized and underrepresented students such as African American, Latinx, Pacific Islander, undocumented/mixed status, LGBTQIA+, first generation, or formerly incarcerated individuals.
3. Ability to successfully teach business topics.
4. Ability to successfully create, market, and promote classes or programs.

5. Demonstrated skill in applying technology in on-ground, hybrid, and online courses.
6. Demonstrated skill in applying current Excel technology, including Data Analysis Toolpak, or similar software.
7. Commitment to using Open Educational Resources.
8. Demonstrated ability to work closely and collaboratively with students and colleagues in support of a positive, productive, and professional academic environment.
9. Commitment to examine, reflect, and modify instructional, relational, and classroom practices to more effectively engage and support disproportionately impacted student populations with a goal of closing equity gaps (see Student Equity website at <https://www.miracosta.edu/student-services/student-equity/index.html>).
10. Ability to contribute to the mission of the college.

Application Procedure

In order to be considered for this position, you must submit the following documents directly in the online system and finish applying and receive a confirmation number by 11:59 PM on the closing date.

1. Application.
2. A cover letter addressed to the "Screening and Interview Committee" discussing your strengths and weaknesses as they apply to the qualifications and representative duties stated in the job posting.
3. A curriculum vitae or resume summarizing your educational background and experience and courses or topics taught, if any.
4. Transcripts

a) Transcripts of all college degrees/coursework which provide evidence of meeting the minimum qualifications for this position. Unofficial transcripts or legible photocopies are acceptable. If a degree(s) was earned, the transcripts must state that the degree was awarded. A diploma will not be accepted in lieu of transcripts. An equivalency narrative and supporting documentation must be submitted at the time of application if (i) you do not possess the **EXACT** degree major(s) listed in the Minimum Qualifications section or (ii) your qualifying degree will not be awarded before the position begins in **August 2021**. (View the instructions for equivalency requests at https://www.miracosta.edu/governance/equivalency-committee/_docs/equivalency-instructions.pdf)

If your qualifying degree is in progress but will be conferred **BEFORE** the position begins in **August 2021**, then you must also include a written statement from your adviser indicating the anticipated degree CONFERRAL date.

All degrees and units used to satisfy the minimum qualifications must be from postsecondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. If your degree/coursework is from a college or university **anywhere outside of the United States**, you must submit a detailed evaluation from a professional evaluation agency. A partial list of agencies can be found at <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree.

b) If needed to meet the minimum qualifications, a copy (front and back) of your fully satisfied, lifetime California Community College credential authorizing instruction/service in the appropriate subject matter.

5. A separate document stating your teaching philosophy (not to exceed one page)

specifically addressing the following questions:

- a) Think of the most successful teaching experience or engagement you participated in. What were the key factors in creating that success, particularly for African American, Latinx, Native American, or other disproportionately impacted students?
- b) What role should faculty play in student success, in particular in relation to completing certificates and degrees resulting in high demand / high wage employment?
- c) What kind of teaching approach do you find impactful, either from your own experience as a teacher or student, and why?

6. A set of sample exam questions with scoring documentation (rubric, key, or evaluation criteria) created by you for any business course/topic.

7. A sample syllabus, written by you, for any business course/topic.

The screening and interview committee will review application materials two to five weeks following the closing/first screening date. Applicants selected for interview will be contacted by phone; those not selected will be notified by e-mail. For interviewees, the selection process will include a panel interview, as well as possible teaching demonstration and written exercise.

Offer of Employment

An offer of employment to the person selected for this position is contingent upon 1) successful completion of a pre-placement physical exam at district expense, 2) submission of a current tuberculosis clearance certificate, 3) proof of eligibility to work in the United States, 4) fingerprint clearance, and 5) approval by the Board of Trustees.

Workload and Other Employment Information

This position is a 10-month (August through May), 176-day contract. The standard contractual work week for credit and noncredit classroom faculty is forty (40) hours. The standard instructional work week shall consist of thirty (30) hours of instructional time, class preparation and student evaluation (contact hours and preparation hours). The remaining time will consist of five (5) student hours (of which at least two (2) hours must be designated office hours), and five (5) institutional service hours. Noncredit faculty may substitute three (3) of the required five (5) weekly student hours for additional preparation hours.

The person selected for this position will be assigned a Faculty Service Area (FSA) in Business and will be subject to assignment to any district facility during any hours of operation. Adherence to all District policies and procedures is expected.

Physical Effort

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to work at a computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

Emotional Effort

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while

attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

Working Conditions

Primarily works in an office or classroom environment. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings, and/or weekends on an as-needed basis. Occasional local travel may be requested.

Posting Detail Information

Posting Number

Human Resources Contact Information

jobs@miracosta.edu or 760.795.6854

Job Close Date

03/02/2021

Open Until Filled

First Screening Date

Direct Link to Posting

<https://jobs.miracosta.edu/postings/2380>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you legally authorized to work in the United States?
 - o No
 - o Yes
2. * MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. We strive to be a model for equity and inclusion, effectively supporting students and employees from diverse socioeconomic and cultural backgrounds who possess a range of abilities, academic preparation, and life experiences. Please reflect on two or three examples of how you have or would create, modify, and/or perform one or more of the following to meet the needs of a diverse student population: (1) curricula; (2) learning activities; (3) teaching/counseling practices; (4) library reference services or collection development; (5) literary efforts (e.g., original scholarly works); or (6) budgetary or planning processes.

(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Transcript 1
4. Teaching Philosophy
5. Sample Syllabus
6. Sample Class Exam

Optional Documents

1. Transcript 2
2. Transcript 3
3. Transcript 4
4. Transcript 5
5. Formal Agency Evaluation - Non-U.S. Transcripts

