



**JOB CODE:CTE/BS01**

## **Job Description**

Job Title: Business Instructor  
FLSA Status: Exempt  
Grade: Faculty  
Department: Career and Technical Education  
Reports to: Dean of Career and Technical Education

## **Job Summary**

Faculty are professional educators who have the primary responsibility of fulfilling the Gillette Community College mission, vision, values, and goals of providing a quality education for all students enrolled at the College. The relationship between the faculty member to the student is one of leader, teacher, advisor, and facilitator of learning. Faculty members are responsible to the College President through a chain of command and are accountable to the College's policies and procedures.

This position will shape the direction of the Business department as the lead full-time faculty working collaboratively with part-time colleagues as well as faculty in related disciplines.

## **Essential Duties and Responsibilities**

- The instructional assignment will include lecture and laboratory classes where applicable, providing students with interactive simulations and utilizing a variety of teaching methods and technologies to keep students motivated and engaged. Some meetings or instruction may occur off-site.
- Maintain industry expertise to assist in keeping the discipline and its equipment up to date with modern educational and industry standards, including the incorporation of industry certifications into the curriculum.
- Assignments are based upon the assumption of a workload of forty clock hours weekly and 30 credits per academic year, (minimum of 170 days per academic year) including but not limited to conducting classes, advising students, class preparation, student/faculty evaluations, office hours, committee work, student learning outcomes assessment, program review, student clubs/activities, maintaining industry expertise, and other duties.
- Institutional service activities are expected of all faculty members.
- Provides leadership in program development, program promotion, developing regional college/industry/governmental agency partnerships, and developing/modifying curriculum in response to industry and community needs.
- Participation in the discipline/department decision-making processes and work regarding curriculum, program development, scheduling, and other matters are also expected of all department faculty.
- Responsibilities also include maintaining standards of professional conduct and ethics appropriate to the professional position.
- Participation and facilitation in grant acquisition/implementation may also be part of the assignment.
- Participation in Workforce Development at the local, regional, and state levels where applicable.
- Implementing student engagement practices in and outside of the traditional learning space
- Help create and facilitate innovative strategies for student recruitment, retention, completion, and placement.

- Build community partnerships.
- Other duties assigned to advance the mission of the college.

### **Knowledge, Skills, and Abilities Required by the Position**

- Ability to teach, supervise, and mentor students through their plan of study.
- Possess strong interpersonal communication and management skills.
- Ability to use a variety of teaching methods and materials that assist student learning.
- Ability to use technology and develop learning activities in an online, hybrid, or web-enhanced environment.
- Ability to work in a collaborative fashion with a variety of faculty and community stakeholders.
- Demonstrated ability to work with a diverse population that represents a wide range of abilities and ages.
- Knowledge of assessment of student learning outcomes at the course, program, and institutional levels
- Demonstrated commitment to working with students, staff, and community (e.g., advising, organizations, training, boards, leadership)
- Commitment to and evidence of collegiality when interacting with others within the college community.
- Adaptability: the ability to work in a fast-paced environment; willingness to modify the schedule to meet department needs.
- Experience with computer applications for instructional purposes (e.g., Canvas, PowerPoint, Word, and the internet).
- Adaptability: the ability to work in a fast-paced environment; willingness to modify the schedule to meet department needs.
- Ability to teach a variety of business courses.

### **Working Conditions/Physical Requirements**

- Classroom and Office Setting
- Must be able to lift up to 20 pounds.
- Work schedule requiring some evenings and weekends.

### **Supervisory and Management Responsibility**

- None

### **Minimum Qualifications**

- Master's degree or higher in Business Administration, or 18 graduate credits in the field from an institutionally accredited college or university.
- Two (2) years of college-level teaching experience preferred.

**Preference will be given to the candidate who demonstrated the ability to interact with diverse audiences and who is able to incorporate innovative, inclusive pedagogies and technology into their teaching.**

**Complete applications will contain a GCCD Application, cover letter, resume, philosophy of teaching statement, copies of graduate and undergraduate transcripts (official transcripts need to be supplied at the time of the interview), and contact information for three (3) professional references.**

**HOW TO APPLY: VISIT [WWW.GILLETTECOLLEGE.ORG](http://WWW.GILLETTECOLLEGE.ORG) OR SUBMIT THE REQUIRED DOCUMENTS TO [DSANDERS@GILLETTECOLLEGE.ORG](mailto:DSANDERS@GILLETTECOLLEGE.ORG)**

### **Equal Opportunity and Affirmative Action Employer**

*Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Janell Oberlander, President, 300 W Sinclair Drive, Gillette, WY 82718, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.*

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