



ACCOUNTING

Full-Time Faculty Position

August, 2018 start date

Eastern Gateway Community College invites applications for an Accounting instructor position. This is a full-time Faculty position for the Steubenville campus and the Distance Learning Division. This faculty member is directly responsible to the Dean of Liberal Arts and Business during the Academic Year (start of annual contract date through commencement including twenty (20) assigned non-instructional days).

The primary responsibility of a faculty member is the preparation, delivery, and evaluation of courses to satisfy the educational mission and goals of the College. All other responsibilities are viewed as supportive to this central function. Specific duties within direct and indirect responsibility areas will be assigned in relation to the expertise of the faculty member and College priorities.

The following description is intended to indicate different levels and types of direct and indirect duties that will be required of the full time faculty member. It should neither be construed as being all inclusive nor limit the dean's right to assign, direct, and control the work under his/her supervision. The description should not be held to exclude other professional duties of similar difficulty, level, or type.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Salary is based upon experience and commensurate with our salary administration plan.

***Salary Commensurate with the collective bargaining agreement**

Essential Responsibilities

The Faculty member will:

- Prepare for and teach classes as assigned. Make good use of class time and keep all classes for the scheduled period.
- Participate in the development of curriculum.
- Develop appropriate grading policies and methods of student assessment to monitor and communicate academic progress.

- Provide full information to students regarding course syllabi, objectives, text, and materials required for the courses taught.
- Maintain accurate records of student attendance and academic progress.
- Recognize individual differences in the classroom, and adapts instructional techniques accordingly.
- Assist students who have academic difficulties, including being available for consultation outside of class.
- Encourage and motivate students in a positive/professional manner to do their best.
- Refer students to appropriate staff, office or resource person for information, guidance, financial assistance, placement, etc.
- Enforce regulations in the school catalog and student handbook.
- Submit academic information such as course syllabi, final grade reports, grade changes, and mid-term deficiency grades on time to the appropriate person (registrar, dean, chairperson, etc.) utilizing the institution's reporting procedures.
- Attend scheduled faculty, department and committee meetings.
- Abides by all accreditor, state, federal, and institutional policies and procedures, rules and laws.
- Cooperate with part-time and full-time faculty, Provost, Deans, Program Directors, and other college/department support staff in carrying out the instructional programs and the educational mission and goals of the college.
- The Faculty member may be required to teach online.

Education & Experience

- Preferred: Master's Degree in Accounting, industry experience and credentialing as a Certified Public Accountant;
- Required: a Bachelor's degree in Accounting with at least eighteen (18) graduate hours in Accounting or closely related discipline;
- Post-secondary teaching experience and/or recent related work experience is desired.

Conditions of Employment

- Ability to communicate in oral and written form.
- Possess enthusiasm, dependability, diplomacy and organizational integrity.
- Project a positive image of the college both on campus and in the community.
- Be willing and able to travel and represent the College at local, state and national professional educational organizations, businesses, community advisory committees and others as requested by the Dean.
- Excellent leadership and customer service skills are important.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

Joshua Martin, Human Resources Department
jmartin@egcc.edu

*Internal applicants should include an Employee ID number in their letter of intent.
Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.