



HOSPITALITY MANAGEMENT INSTRUCTOR

FULL-TIME FACULTY
August 2018 start date

Eastern Gateway Community College invites applications for a Hospitality Management 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 the annual contract date through commencement including twenty (20) assigned non-instructional days).

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term disability, sick/vacation leave and life insurance. The salary for this position is commensurate with the EGCCEA Collective Bargaining Agreement.

Essential Responsibilities:

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.

- Prepare, deliver, and evaluate courses to satisfy the educational mission and goals of the College
- Make good use of class time and keep all classes for the scheduled period.
- Participate in the development of curriculum.
- Adhere to 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 adapt 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 academic and institutional policies as stated in the current College catalog.
- Submit academic information such as course syllabi, final grade reports, grade changes, mid-term deficiency grades on time to the appropriate person (registrar, dean, Program Director, etc.) utilizing the institutions reporting procedures.
- Attend scheduled faculty, department and committee meetings.
- Abide 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 part or all of the class online.

Education and Experience:

- Preferred: Master's Degree in Hospitality Management (or related field) and a minimum of 5 years field experience.
- Required: Baccalaureate Degree in Hospitality Management (or related field) and a minimum of 3 years field experience.
- Post-secondary teaching experience (online teaching experience is a plus).

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 other meetings as requested by the Dean.
- Excellent Leadership and customer service skills are important.
- The ability to logic and reasoning to identify alternative solutions to situations and apply creative thinking to the resolution of problems.

Resumes, cover letters, and three professional references (Please provide the name, address, email address, and phone number of each reference) should be sent to David Hancock at careers@egcc.edu

Internal applicants should include their employee ID number in their application.

Applications will be accepted until the position is filled.

EEO/AA/VET/DISABILITY

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.