

## 9 month Teaching Faculty - Business

### Posting Details

---

#### Position Information

<b>Job Title</b>	9 month Teaching Faculty - Business
<b>Department</b>	MSTB
<b>Posting Number</b>	03479P
<b>Location</b>	Woodbridge, VA: 22191
<b>Full or Part Time</b>	Full Time
<b>Position End Date (if temporary)</b>	
<b>Required Travel</b>	
<b>Relocation Covered</b>	
<b>Salary Range</b>	Commensurate with Experience

#### Position Summary Information

<b>Basic Function</b>	The primary responsibility of a faculty member at Northern Virginia Community College is to provide quality instruction for the students. The major emphasis shall be on good teaching by working with students in classrooms, laboratories, individual conferences, advising and related activities. Faculty are expected to help the student develop their interests and abilities to their fullest capacity to become a better person, a better worker, and a better citizen.
<b>Duties and Responsibilities</b>	Instruction of a range of business courses. Qualified candidates may also teach accounting classes. Additional responsibilities include committee work and academic advising. Candidate should be available to teach at off-campus locations and during the day, evening, or weekends.
<b>Minimum Qualifications</b>	Master's degree in Business Administration or Management, or a master's degree with a minimum of 18 graduate semester hours in the teaching field. Several years of college level teaching experience in the teaching field and/or related occupational experience.
<b>Preferred Qualifications</b>	Education that includes graduate-level coursework in a variety of business disciplines. Education that includes 18 graduate semester hours in Accounting coursework or a CPA license. Experience teaching in classroom, hybrid, and online formats. Experience in teaching statistics classes. Experience teaching students from diverse language backgrounds and varying levels of proficiency. Experience teaching at a community college.
<b>Required Knowledge, Skills, and Abilities</b>	Ability to use technology to enhance classroom instruction. Excellent interpersonal, analytical, and oral/written communication skills. Ability to use instructional technologies. The successful candidate must be willing to teach a combination of day, evening, weekend, and online classes.
<b>Operation of a State Vehicle</b>	No

#### Posting Detail Information

<b>Open Date</b>	10/02/2019
<b>Close Date</b>	10/31/2019
<b>Open Until Filled</b>	No
<b>Special Instructions to Applicants</b>	This role has a 1/1/20 start date. Please upload copies of all unofficial transcripts in the "unofficial transcripts" field.
<b>Background Check</b>	The selected candidate's offer is contingent upon the successful completion of an extensive

**Statement**

criminal background investigation, which may include: fingerprint checks, local agency checks, employment verification, verification of education, credit checks (relevant to employment), and other checks requested by the VCCS and NOVA such as I-9 and E-Verify requirements. Additionally, selected candidates may be required to complete the Commonwealth's Statement of Economic Interest.

**Additional Information****Supplemental Questions**

---

Required fields are indicated with an asterisk (\*).

1. \* Do you have at least a Master's Degree in Business Administration or Management, or a Master's Degree with a minimum of 18 graduate semester hours in this teaching field?
  - Yes
  - No
2. \* How many years of College level teaching experience do you have?
  - None
  - Less than 1 year
  - 1-2 years
  - 3-4 years
  - 5 or more years
3. \* Please list the courses for which you have teaching experience.  
(Open Ended Question)
4. \* Describe any experience you have teaching online or hybrid classes.  
(Open Ended Question)
5. \* Aside from teaching, how do you hope to contribute to the College or the Woodbridge Campus as a full-time faculty member?  
(Open Ended Question)
6. \* I understand that only information provided at the time of the application submission will be considered when determining my qualifications and only responses to Supplemental Questions that can be verified in my application and resume will be credited.
  - Yes
  - No

**Applicant Documents**

---

**Required Documents**

1. Resume
2. Cover Letter/Letter of Application
3. Unofficial Transcripts

**Optional Documents**

1. Other Document
2. Curriculum Vitae
3. Unofficial Transcript 2
4. Sample Lesson Plan