



POTEAU • SALLISAW • ONLINE

POSITION:

Business & Economics Instructor

GENERAL DESCRIPTION:

The Division of Business at Carl Albert State College seeks a dedicated and committed colleague to teach Business & Economics courses. This position is a full-time, 10-month, contracted position for the **Poteau** campus. Position begins August 2023.

QUALIFICATIONS:

Master's Degree in Business Administration, Economics or appropriately related field. Candidate must possess excellent interpersonal, verbal, and written communication skills; computer skills to support teaching and learning. Prefer teaching experience with commitment to working with diverse populations.

Preference will be given to candidates with demonstrated experience in community college teaching and assessment, as well as to candidates with an awareness of current trends in their fields.

EXPECTATIONS OF FACULTY: The successful candidate will demonstrate a clear aptitude for teaching. Successful candidate is required to teach traditional lecture, on-line and dual credit courses. Assignments may include day and/or evening sections. In addition to teaching, full-time faculty members follow departmental syllabi; collaborate with colleagues in the selection of textbooks, software, and other instructional material; maintain students' records; submit official records and reports as required; and maintain required office hours. A faculty member will plan to engage in such activities as: student advising, course evaluation, classroom preparation, the evaluation of student performance, committee assignments, and perform other assigned divisional and college duties.

APPLICATION DEADLINE:

Open until filled

SALARY:

\$ 35,600 annually; experience credit will be given. Includes a full benefit package which includes employer-paid retirement, medical/dental/life insurance, and paid leave.

APPLICATION PROCEDURE:

To be considered for this position, please submit a CASC application (available at: <http://carlalbert.edu/employment-opportunities/>), letter of application, resume', copy of transcripts, a statement of philosophy of education (not to exceed one double-spaced typed page), and three letters of recommendation. Application packet may be submitted by mail to: Human Resources Department, Carl Albert State College, 1507 S. McKenna, Poteau, OK, 74953 or email, employment@carlalbert.edu or fax to (918)-647-1359.

CASC is an Equal Opportunity/Affirmative Action employer and encourages all qualified individuals to apply.

Re-Posted: 5/16/2023