CHIEF DULL KNIFE COLLEGE

JOB ANNOUNCEMENT

Instructor, Business

Starting Salary – Faculty Salary Schedule Placement Dependent upon Experience + Full-Time Benefits

Opening Date: 4/29/2015
Closing Date: Open Until Filled (First credential review May 15, 2015)

SUBMIT RESUME & LETTER TO

Selection Committee BI
Chief Dull Knife College
Post Office Box 98
Lame Deer, Montana 59043

General Job Description: The Business Instructor will teach all Business courses offered by the college.

QUALIFICATIONS: Minimum Qualifications:
Education: Masters Degree in Business or Business Education preferred. Ability to teach all Business courses offered by the college. Applications from bachelor’s degree candidates must provide evidence of enrollment in a Masters Degree program that will be completed within five years if hired.

Experience: Three years teaching experience in business or business education, preferably in a minority serving community college or high school.

Salary and Benefits: Faculty salary schedule based on qualifications and experience, for nine-month Contract. Full-time employee benefits.

Major Specific Responsibilities:

1. Designs, develops, prepares, and teaches college courses in the area of business.
2. Works with college counseling staff to facilitate student course transfer to four-year institutions.
3. Serves on college committees and participates in college planning activities.
4. Posts and maintain office hours for student contact, tutoring, etc.
5. Performs other related duties as assigned.