

Available Position
Business Faculty – Full-time

East Arkansas Community College is seeking qualified applicants for a full-time, nine-month faculty position in Business. This faculty position is housed within Social Science/Business and reports to the Vice President for Transfer Education and Academic Support. **Job responsibilities will include:** teaching fifteen credit hours of Business courses per semester and holding office hours for a combined total of thirty-five work hours per week; delivering lecture instruction of courses in business, economics, and administrative office technology; developing, implementing, and supervising program internships; teaching courses for Community Education as needed; advising students; serving on college committees; fulfilling other duties as assigned. Some evening, weekend, and/or off-campus instruction may be required. Summer teaching is optional but encouraged. Qualified applicants must have exceptional knowledge of Microsoft Office Suite 2016, and holding MOS certification(s) is a plus. Strong knowledge of desktop publishing, such as Microsoft Publisher or Adobe PageMaker, is required. **Educational and experience requirements:** a Master's degree in Business Administration, Business Education, Business Technology or very closely related field with eighteen hours in the Business discipline is required; previous teaching experience, both face-to-face and online, in higher education is preferred. Applicant must be willing to utilize course-related technology, such as SNAP, SAM, MindTap, etc.

Salary: commensurate with education and experience.

Please submit an EACC application, resume or curriculum vitae, and transcripts to: EACC Personnel Office, 1700 Newcastle Road, Forrest City, AR 72335. Review of applications will begin immediately and continue until the position is filled. The expected date of employment is January 2, 2019.

EACC IS AN AA/EO EMPLOYER.