

Business Instructor – Full-time

East Arkansas Community College is seeking qualified applicants for a full-time, nine-month instructor position in Business.

Reporting to the Dean of Vocational, Occupational, and Technical Education, the successful applicant will develop and deliver discipline-driven curriculum, update course materials as appropriate, model effective and engaging communication with students, faculty, and staff, set clear and rigorous expectations for students, coordinate and collaborate with other campus staff as applicable, and support the academic dean.

Job responsibilities will include:

Teaching approximately 15 credit hours of coursework during Fall and Spring terms; holding office hours for a combined total of 35 hours per week; delivering lecture instruction of courses in business, accounting, economics, and administrative office technology; developing, implementing, and supervising program internships; teaching courses for Community Education as requested; advising students; serving on college committees; fulfilling other duties as assigned by the academic dean. Some evening, weekend, or off-campus instruction may be required. Summer teaching is optional but encouraged.

Educational and Experience Requirements:

A Master's degree in Business Administration, Business Education, Business Technology, Accounting or very closely related field with eighteen hours in a 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 the college's learning platform, Blackboard.

Qualified applicants must have exceptional knowledge of Microsoft Office Suite, and holding MOS certification(s) is a plus. Strong knowledge of desktop publishing, such as Microsoft Publisher or Adobe Page Maker, is required.

Salary: commensurate with education and experience.

Please submit an EACC application, cover letter, resume' or curriculum vitae and transcript(s) to the EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or you may submit documents via email to humanresources@eacc.edu . An application packet may be found at www.eacc.edu/employment . Review of applications will begin immediately and continue until position is filled.

EACC offers full time employees a generous benefits and leave package.

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