Heritage University

JOB DESCRIPTION

TITLE: Adjunct Accounting or Business Faculty (All Fields)
COLLEGE: Arts and Sciences **DATE PREPARED:** October 10, 2019
REPORTS TO: Chair of Business and Accounting Department **FLSA:** Exempt

POSITION SUMMARY:
The position has primary responsibilities for teaching undergraduate courses in the Business and Accounting Department when needed. The fields in which Heritage hires adjuncts include Accounting, Business, Economics, Finance, Management and others. Faculty will attend university meetings as required. This position may be required to teach on-site at one or more regional locations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represent Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practices of the department and Heritage University.

2. Uphold the Heritage University Mission Statement.

3. Teach classes consistent with the applicant's field of study, or other classes as needed. Desired fields in which Heritage hires adjuncts include Accounting, Business, Economics, Finance, Management and others.

4. Develop curricula and innovative teaching materials for the courses, as needed.

5. Provide academic assistance to students outside of normal class hours and demonstrate a willingness to work with and motivate these students to better prepare for academic success.

6. Handle confidential information with tact, discretion, and in compliance with FERPA regulations.

REQUIRED QUALIFICATIONS:

1. A minimum of a Master's degree in Accounting, Business or Finance or other closely related field with significant Accounting coursework from an accredited institution is preferred. A Bachelor's degree and a CPA, CMA or other Accounting related certifications combined with relevant work experience is acceptable depending on the course being assigned.

2. Applicants must possess a strong commitment to excellence in teaching activities.

3. Able to teach various undergraduate Accounting or Business courses in the applicant's field of study.

4. Experience in teaching diverse groups of students is preferred, including expertise in instructional strategies for English language learners.

5. Excellent written, verbal, and interpersonal communication skills.

6. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.

7. Demonstrated skill in using technology as a management, assessment, and teaching tool.

8. Experience or the desire to teach via online/alternative delivery modes as needed.

9. Experience or the desire to learn about assessment strategies and willingness to participate in university wide and programmatic student and program assessment procedures.

10. Initiative, commitment to accomplishment, adaptability, and sensitivity to program and candidate needs.

11. Personal transportation and a willingness to travel.

Interested and qualified applicants may submit Curriculum Vitae, Letter of Interest, and Three References to:

Humanresources@heritage.edu

or

Heritage University Human Resources Office
3240 Fort Road
Toppenish, WA 98948

Positions Filled on an As Needed Basis Each Semester

"Knowledge Brings Us Together"