



JOB DESCRIPTION

2021-2022 Academic Year

TITLE: Accounting Faculty (Business Administration and Accounting)

COLLEGE: Arts and Sciences

DATE PREPARED: May 11, 2021

REPORTS TO: Department Chair

FLSA: Exempt (Regular ranked, 9 months)

POSITION SUMMARY:

The faculty member facilitates meaningful learning of course and program outcomes through student-centered instruction aligned to the evolving needs of the marketplace. S/He encourages a culture of learning that values mutual responsibility and respect, life-long learning and professional ethics.

Preference will be given to candidates with expertise in accounting, CPA license, and/or substantial middle to senior level accounting/business experience.

Applicants will be expected to demonstrate excellence in teaching, advising, program development and commitment to community engagement. Faculty will attend university meetings as required. This position may be required to teach on-site at two campus locations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represent Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the 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. Handle confidential information with tact, discretion and in compliance with FERPA regulations.
4. Provide support for innovative curriculum, instruction and program development.
5. Assist with the management, review, and evaluation of departmental curriculum, assessments, partnerships and programs.
6. Identify and coordinate development of new partnerships and programs.
7. Assist with leadership for accounting and corporate and government partnership instructors, including training, evaluation and mentoring.
8. Serve on collaborative work teams with faculty, staff, and administration to enhance campus and regional program development.
9. Teach undergraduate accounting and/or business courses in the Tri-Cities and Toppenish campuses as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Minimum of a Master's degree in Accounting, Business or closely related fields from an accredited institution.
2. Strong commitment and evidence of teaching excellence at the college/university level, or employee training in other organizational settings. Experience and expertise in instructional strategies for English language learners desired.
3. Evidence of a strong commitment to mentoring, and working with undergraduate students from diverse backgrounds.
4. Demonstrated expertise in teaching, commitment to community engagement and student leadership activities.
5. Knowledge and experience in program development and assessment.
6. Excellent written, verbal, and interpersonal communication skills.
7. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.
8. Demonstrated skill in using technology as a management, assessment, and teaching tool.
9. Experience or the desire to teach via alternative delivery modes as needed.
10. Initiative, commitment to accomplishment, adaptability, and sensitivity to program and student needs.
11. Personal transportation and willingness to travel.

APPLICATION INFORMATION AND DEADLINE:

Applications should include the following:

- Cover Letter
- CV
- Transcripts (copies acceptable for initial screening)
- List of References (names, addresses, & phone numbers of 3-5 current professional references).

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email materials to Humanresources@heritage.edu or mail to Heritage University, Office of Human Resources, 3240 Fort Road Toppenish, WA 98948