

**Business-Associate Faculty**  
**Butte-Glenn Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=211210>

Downloaded On: Dec. 3, 2023 9:14pm

Posted May 22, 2023, set to expire Apr. 10, 2024

**Job Title** Business-Associate Faculty

**Department**

**Institution** Butte-Glenn Community College District  
Oroville, California

**Date Posted** May 22, 2023

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Adjunct Professor

**Academic** Marketing

**Field(s)**

Human Resources

General Management

Business Law

Business - General

**Job Website** <https://www.schooljobs.com/careers/buttecc/index/jobs/3976636/business-associate-faculty>

**Apply By Email**

**Job**  
**Description**

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## Business-Associate Faculty

Salary

\$69.62 Hourly

Location

Main Campus - Chico Center - Glenn County Center, CA

Job Type

Part-Time

Job Number

2223-00681

Division

Office of Instruction Faculty

Opening Date

03/27/2023

Closing Date

Continuous

Part-time Associate Faculty - ***selected candidates must reside in California***

For salary information, click [here](#)

*Placement on salary schedule is dependent upon education and/or experience.*

For telecommute information: [AP 7281 - Telecommuting Information](#)

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**DISCIPLINE:**

**Business** (Master's degree required, see minimum qualifications below)

We are seeking experienced business professionals who are passionate about bringing the business world to life for every student. As a member of the Associate Faculty Pool in Business Education, you may teach in your specialty or across a range of Business courses (Business, Management, Human Resources, Sales, Project Management, Marketing, or Business Law. Classes are offered in Oroville, Chico, and Orland, as well as hybrid and online through our Learning Management System.

As an Associate Faculty member, you will be responsible for creating engaging and interactive learning experiences, delivering lectures, teaching applicable skills, grading student work, and providing support to students. You should have strong communication skills, be comfortable working with diverse student populations, and have a passion for teaching and helping students succeed. Currency in teaching methodologies and tools is a high priority for Butte College. Associate Faculty are well supported through professional development, online readiness training, and technology mediated instruction (LMS training).

**Overview:**

The intent of the Associate Faculty pool is to create a list of qualified applicants who are interested in teaching on a temporary part-time basis. Associate Faculty are employed by semester and may teach up to a maximum annual load of 33.5% per primary term adding to a maximum total of 67% for the sum of both primary terms with additional possibilities in the summer terms.

1. Representative Duties
- 2.

The part-time college instructor is responsible for effective performance in the following areas:

A. General Scope of Responsibilities

1. Excellence in teaching and instruction.
2. Maintenance of professional growth and academic currency.
3. Carrying out-of-area, departmental and/or program responsibilities.

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B. Teaching and Instruction - The following duties are representative of the kinds of expectations that are normally required of a part-time Butte College instructor. Certain duties are common to the everyday operational needs of the College while other activities may be required on an as needed basis. All of the duties, however, are common requirements at various times for full-time instructional positions.

1. Plans for and is continually well prepared to teach.
2. Provides organized delivery of instruction.
3. Is courteous to and approachable by students.
4. Instruction is consistent with the stated and approved goals and content of the course.
5. Sticks to the subject matter of the course.
6. Inspires students to engage in subject matter.
7. Uses standards of student feedback that are clear, fair and followed consistently throughout the course.
8. Requires levels of instructor and student effort sufficient to the mastery of the subject or skills in the course.
9. Grades and returns student assignments and tests in a reasonable period of time.
10. Makes effective use of teaching aids and materials required of students (e.g., texts, manuals, etc.).
11. Prepares complete course outlines and syllabi.
12. Revisions to course content as needed for currency.
13. Coordinates with Department Chair to synchronize course contents and methods with other teachers in the program/discipline.
14. Meets and assists students during office hours or by appointment or at other reasonable times (optional).

C. Area or Departmental Responsibilities

1. Is knowledgeable about and abides by College policies and procedures. This includes the accurate and timely submission of all reports, grades and paperwork.
2. Meets deadlines and time targets.
3. Orders instructional materials, equipment and textbooks with sufficient lead times.
4. Exercises good judgment in the use of and/or management of facilities, equipment and

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supplies.

5. Attends assigned flex meetings as requested.

6. Works well with peers, classified staff and administration.

2. Qualifications/Requirements

**MINIMUM QUALIFICATIONS:**

- To view the current faculty minimum qualifications, click [here](#).
- Minimum qualifications with no degree or degree without a general education component, click [here](#).

**DIVERSITY AND EQUITY QUALIFICATIONS:**

Demonstrated understanding of and responsiveness to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds that characterize community college students in a manner specific to the position.

1. Supplemental Information

**PRE-EMPLOYMENT REQUIREMENTS:**

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

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The Butte-Glenn Community College District is an Equal Opportunity Employer.

-----Application Instructions-----

**ALL APPLICANTS, INCLUDING CURRENT BUTTE COLLEGE EMPLOYEES, MUST SUBMIT ALL REQUIRED DOCUMENTS WITH THE ONLINE APPLICATION IN ORDER TO MOVE FORWARD IN THE RECRUITMENT PROCESS.**

**REQUIRED ATTACHMENTS**

All on-line attachment types require that you attach a document.

**COVER LETTER:**

Please describe in your cover letter how your past experience and qualifications meet the needs of this position.

**RESUME OR VITA:**

Please submit this as an attachment, not as a text resume within the application.

**DIVERSITY, EQUITY, AND INCLUSION STATEMENT:**

In addition to any information you included with your application materials, please provide a detailed account of how your skills, life experiences, work experience, education, and/or training have prepared you to effectively meet the needs of students from diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds. Please include examples of:

- Teaching or training practices and/or life experiences that have enabled or would enable you to more effectively engage with and support success for diverse populations.
- How you have engaged in on-going self-reflection to ensure equity in the workplace and/or classroom. Please include examples of workshops, trainings, and/or life experiences.

**TRANSCRIPTS OF ACADEMIC WORK:**

- You are required to provide transcripts for coursework and/or degrees listed on the application materials you have submitted.
- The transcripts must include the date the institution granted the degree.
- Legible copies of transcripts are acceptable at this point in the process.
- Official transcripts must be submitted prior to hire.
- For foreign transcripts please see below.

**FOREIGN TRANSCRIPTS:**



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Foreign transcripts must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or our [website](#).

*All offers of employment are contingent upon the submission of official transcripts showing completion of the degree.*

This position is not eligible for benefits.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**