

Manor College is looking for a Full-Time Instructor/Professor of Business.

## **Position Summary**

The Instructor/Professor is a faculty member who integrates academic scholarship and professional practice associated with their field. Specifically, the Instructor/Professor has documented experience as a practitioner in their respective field and understands the specific practical needs and applications required for graduates upon program completion.

All Full-Time Faculty members help students achieve their academic and professional goals by encouraging a culture of learning that values mutual responsibility and respect, life-long learning and ethics, as well as personal and professional development. Full-time faculty serve to promote their programs, oversee the implementation of curriculum and assessment in their content-area, support their adjunct colleagues, and foster an environment of professionalism that prepares students for their future career.

## **Specific Responsibilities & Essential Functions**

### **Teaching and Student Engagement**

- Support students throughout the entire student life cycle to include helping students to identify a program, advising throughout the program, and assisting students with making connections to their eventual career upon graduation.
- Prepare course outlines and syllabi, develop course and lesson plans, and participate in the selection of textbooks and other teaching aids necessary for the instruction of courses.
- Engage in the development of new and creative instructional materials, including new courses and programs of study and establish a classroom environment conducive to learning and student engagement by delivering learning-centered instruction using lectures, demonstrations, and class discussions.
- Provide rich and regular constructive feedback, enforcing standards of academic integrity and utilizing university grading rubrics effectively for the assessment of student work.
- Post and hold office hours in a physical and electronic format, as appropriate.
- Assist with student recruitment and the development of clear and consistent promotional materials for the program including working directly with marketing and maintaining the website up-to-date.

## **Curriculum and Assessment Management**

- Assist the School with curriculum and system task forces, retention strategies, and general departmental assessment efforts and plans.
- Manage the program's curriculum to ensure that the content is continually up-to-date and reflective of requirements of the eventual career trajectories of students.

## **Continuing Scholarly and Professional Development**

- Assist Career services in the developing and fostering relationships with potential employers on behalf of the college to develop potential opportunities for students and the professional development of the program.
- Represent the academic program's interests in both internal and external endeavors, which may include: coordinating program advisory boards; serving as a liaison between the program and other campus academic and administrative units; and participating in community events in which the program is represented.
- Remain engaged in professional trends and activities to continually enhance the curricular offerings and program/institutional resources.
- Maintain a current knowledge of advances and innovations in the academic discipline and pursue scholarly development within and outside the subject discipline.

## **Service**

- Assist with committee work and administrative tasks related to the faculty member's division or college.
- Assist with accreditation and state approval processes.
- Engage in service to the community, including advising and service to the faculty member's academic discipline.
- Attend division and college meetings along with in-service workshops, conferences, honors and awards ceremonies, and the commencement ceremony

## **Criteria & Qualifications**

- Masters in Business, Finance, Accounting, Economics or other business-related fields.

- Five years of related full-time equivalent non-teaching work experience related to the subject areas teaching required.
- Ability to communicate effectively and work cooperatively with colleagues and staff.
- Commitment to teaching as a profession and to ongoing professional development. Enthusiasm, creativity, and energy in classroom teaching resulting in a very positive experience for students.
- Must be able to work respectfully with individuals of all cultures, backgrounds, perspectives and abilities.
- Experience in use of technology, including digital presentation systems, in presentations.

### **Preferred Qualifications**

- Doctoral Degree in Business, Finance, Accounting, Economics or other business-related fields.
- Demonstrated successful teaching experience with a diverse student body.
- Recent experience working in business and industry, owning a small business, and/or internship position.
- Experience developing curriculum and designing courses, including online and special needs classes.

#### **To Apply:**

Please send a CV, three references, and a cover letter to Dr. Marc Minnick  
[mminnick@manor.edu](mailto:mminnick@manor.edu)

The successful candidate, upon completing the interview process and being approved by the Provost/Vice President of Academic Affairs, must complete an official application of employment, submit official copies of all collegiate transcripts, and submit the following clearances: FBI Clearance, a PA Criminal Background Check, and PA Child Abuse Clearance.

\* Manor College requires documentation of COVID vaccination or Medical/Religious Exemption.

#### **EOE**

*Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore the College does not*

*discriminate as Manor College is an equal opportunity employer. The College does not discriminate against any person on the basis of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law, in matters pertaining to employment in its educational programs or employment opportunities. Manor College seeks candidates who understand, respect and can contribute to the College's mission and values. It is important and necessary that candidates who accept employment with the College respect the Mission Statement of the College.*