

Job Title: Adjunct Instructor, Accounting

Division: Business, Education and Professional Studies

Position Summary:

Manor College is seeking a qualified and enthusiastic Adjunct Instructor to teach undergraduate accounting courses. The successful candidate will be responsible for delivering engaging and effective instruction, fostering a positive learning environment, and contributing to the academic success of our students. This role ensures that students gain a robust understanding of both theoretical and practical aspects of the discipline.

Responsibilities:

- Delivers high-quality instruction in assigned accounting courses, adhering to established course objectives and learning outcomes.
- Develops and implements engaging lesson plans, assignments, and assessments.
- Utilizes various teaching methods and technologies to enhance student learning.
- Provides timely and constructive feedback to students on their academic performance.
- Maintains accurate and up-to-date records of student attendance and grades.
- Holds regular office hours or be available for student consultations.
- Responds to student inquiries and provide academic support.
- Adheres to all college policies and procedures.
- Maintains professional communication with students, faculty, and staff.
- Promotes and upholds Manor's Catholic Basilian Mission.
- Performs other duties as assigned and/or directed.

Qualifications:

- Master's Degree in Accounting, Finance, or a related field (required).
- Professional certifications such as CPA, CMA, or CIA (preferred).
- Demonstrated teaching experience at the college level (preferred).
- Strong knowledge of accounting principles and practices.
- Excellent communication and interpersonal skills.
- Ability to work effectively with a diverse student population.
- Proficiency in using technology for instruction.
- Proficiency in use of technology support systems and Learning Management systems (LMS)
- Commitment to student success.
- Must successfully pass a PA Criminal Background Check, PA Child Abuse and FBI

Course Offerings (Examples):

- Financial and Managerial Accounting
- Intermediate Accounting I & II
- Cost Accounting
- Tax Accounting
- Auditing
- Financial Management
- Accounting Information Systems

Application Process:

Interested candidates should submit the following materials:

- Cover Letter
- Curriculum Vitae (CV)
- Unofficial Transcripts
- Contact information for three professional references

Application Deadline: For consideration, please submit all documents to jobs@manor.edu.

Confidential screening of applications will continue until the position is filled.

Equal Opportunity Statement: Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless 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.