POSITION ANNOUNCEMENT

BUSINESS ADMINISTRATION INSTRUCTOR

ILLINOIS EASTERN COMMUNITY COLLEGES

DESCRIPTION: The Business Administration Instructor position is a full-time, nine-month academic year, tenure-track appointment teaching business, economics and office management courses, with the opportunity for summer assignment. Responsibilities include but are not limited to: teaching pre-baccalaureate and CTE courses, assessing and evaluation of student learning. preparing lessons and activities, delivering instruction, serving on committees, developing and modifying curricula and assigning grades. Course deliver may be face-to-face, hybrid, online or via distance learning. **Current college assignment is Lincoln Trail College, Robinson, IL.**

QUALIFICATIONS: Master's degree in business, economics, or related discipline. Successful college teaching experience including face-to-face and online methods preferred. Applicants should be familiar with and able to use computer-assisted, multi-media instruction and innovative teaching techniques in the classroom. Must have excellent oral, written, and verbal communication skills; must be comfortable working with a diverse population; and must have the ability to make decisions in accordance with policies, rules, and regulations.

WAGES & BENEFITS: Commensurate with education and experience. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, and personal days; and participation in State Universities Retirement System.

APPLICATIONS: Send a letter of interest, resume, IECC application forms (available online at www.iecc.edu/employment), official transcripts, and three letters of recommendation to:

Illinois Eastern Community Colleges
Attn: Human Resources
233 East Chestnut Street
Olney, IL 62450

Applicant documents may also be emailed to hartd@iecc.edu

APPLICATION DEADLINE: Applications will be reviewed beginning April 2, 2021, but will be accepted until the position is filled.

STARTING DATE: August 10, 2021; pending IECC Board of Trustees approval.

Illinois Eastern Community Colleges is a multi-college district with four colleges and an Administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

EQUAL OPPORTUNITY EMPLOYER

3/12/2021