

Blackfeet Community College



Position Description

Business Management/Accounting Instructor

Closing Date	September 6, 2017 @ 3:00 PM
Salary	\$36,000.00 to \$49,633.00 Depending on experience
Department	Division of Business & Information Technology
Personnel Definition	Instructor, Regular Full Time
Term of Employment	20 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <input type="checkbox"/> Division Chair <input type="checkbox"/> Vice President, Academic Affairs
Supervision Exercised	None
General Statement of Duties	Incumbent is under the general direction of the Chair for Division of Business & Information Technology and is responsible for the overall instructional program for Business Management/Accounting, instructing courses, advising students, articulating courses, serving on committees and providing academic services to the students and staff in the area of the Business Management and Accounting Degree Programs to accomplish the division and BCC goals and objectives in accordance with the established BCC standards and procedures.
Specific Area of Duties	<input type="checkbox"/> Instructs a minimum of 12-15 credits per semester consistent with the policy within the Business Management and Accounting Degree Programs to assure adequate scheduling for students who wish to work toward a two-year degree in accordance with BCC's catalog. <input type="checkbox"/> Identify current information for use as library resource. Research materials/instructional documents to use in instruction, research, readings, or as supportive materials for the department. <input type="checkbox"/> Allow for professional development (seeking a higher degree) to better carry out duties and serve the students of BCC. <input type="checkbox"/> Participate in the advising process. This includes, but is not limited to being available during pre-registration and regular registration, maintaining consistent office hours, maintaining contact with students throughout the semester, maintaining advising records and two-year educational plans. If a student identifies any special needs this must be communicated to counselors for proper follow up.

	<ul style="list-style-type: none"> ☐ Develop and implement articulation of courses relevant to Business Management and Accounting Degree Transfer Programs. ☐ Provide input on curriculum to the curriculum committee, division meetings and one community meeting to assist in coordinating the total instructional program at BCC to provide and maintain the highest quality educational services that includes up-to-date educational information. ☐ Assist in establishing an advisory committee with a broad spectrum of representatives to guide/assist in enhancing the respective degree program, division, and curriculum. This committee should meet at least twice per year with minutes distributed and a follow up made by the Division Chair and faculty as needed. ☐ Maintain liaison with reservation community, relevant tribal programs, government, schools and individuals to utilize resources available in the community. ☐ Maintain and develop records, curriculum information, student records, course syllabi and outlines, activities held, book orders, attendance records, grade records, advising files, education plans, referrals, instructor withdrawals, etc., and have available upon request. ☐ Proficient us in the college's Jenzabar Computer Information System (JCIS) ☐ Provide required assistance and documentation in working with Northwest Commission of Colleges and Universities (NWCCU). ☐ Complete student course evaluations on a semester basis. ☐ Act as Advisor to the BCC American Indian Business Leaders (AIBL) Chapter and provide advice and guidance to the chapter
Qualifications	<ul style="list-style-type: none"> ☐ Preferred, Master's Degree in Business or related field. ☐ Minimum, Bachelor's Degree with an educational plan. ☐ At least five years of teaching and or Administration Duties at a higher education institution.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> ☐ Curriculum Development ☐ Computers with Software and Hardware ☐ Tribally Controlled Community College ☐ Blackfeet Tribal, Historical, and Cultural Ways and Means ☐ Organizing, planning and Instructing Skills ☐ Oral and Written Communication Skills <p>Abilities Required:</p> <ul style="list-style-type: none"> ☐ Teaching techniques and abilities ☐ Excellent communication and written skills ☐ Excellent verbal communication skills ☐ Team oriented
Complexity	<p>Incumbent is required to have an extensive knowledge of the principles, techniques and ethics of instruction, particularly with Native American and Adult and Higher Education. Incumbent also needs to have working knowledge of research techniques and how to develop curriculum.</p>

Personal Contacts	Has contact with personnel in all divisions, departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to conduct the day-to-day instructional functions of the Business Management Degree Program.
Physical Demands	Normal demands of office work are applicable, walking, standing, and sitting at a desk is required. Some lifting will be required, i.e., books, equipment, and materials.
Guidelines	<p>The incumbent will be guided by:</p> <ul style="list-style-type: none"> ☐ Position Description ☐ BCC Employee Policies and Procedures Manual ☐ BCC Catalog ☐ All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.