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## **Job Announcement - Alexandria Campus**

### **BUSINESS OFFICE ADMINISTRATION INSTRUCTOR**

Central Louisiana Technical Community College (CLTCC) serves central Louisiana's seven parishes in 5 sites that include our main campus in Alexandria, Cottonport, Winnfield, Jena, and Ferriday. CLTCC is searching for a qualified and credentialed full-time instructor of Business. **This position will be domiciled at Alexandria campus.**

### **SUMMARY**

**This is a 9-month position** with possible summer adjunct contract. Reporting to the Dean of Academics. The ideal Business Office Administration Instructor has a Master's in Business Administration (MBA) and is able to support the development of our Business Program. The Business Office Administration Instructor provides classroom instruction in assigned face-to-face, online, hybrid and compressed video classes and maintains office hours for student consultation. Classroom instruction includes preparing and reviewing lesson plans. Also included are the following:

- 1) Development and review of the program and syllabi, goals, and objectives according to approved curriculum and course syllabi standards.
- 2) Provides students with a written course syllabus.
- 3) Recommends books, materials, and revisions to the curricula.
- 4) Evaluates and review students' progress in attaining goals and student learning objectives.
- 5) Advises and counsels students and maintains appropriate advisement records on each student.
- 6) Participates in enrollment, advising, and registration events and duties.
- 7) Demonstrates and ensures the use of appropriate and effective teaching techniques, testing, and grading procedures (including accurate, complete, and proper maintenance of grade books and any other appropriate record-keeping requirements for the course, program, or college).
- 8) Utilizes technology to facilitate learning and access to data, maintains instruction and student records, generates reports, and communicates with others at their own and other campuses.
- 9) Effectively communicates using technology and oral or written communication skills.
- 10) Effectively manages the classroom and actively supports policies and procedures aimed at ensuring appropriate student discipline.
- 11) Meeting professional assignments in accordance with the college's calendar and contractual obligations, and The Business Office Administrator Instructor performs other functions and duties as assigned through the Offices of Academic Affairs.

## **DUTIES AND RESPONSIBILITIES**

- Provides and supports classroom instruction for the Business Program.
- Meets with students, staff members, and other educators to discuss students' instructional programs and other issues.
- Selects and assesses student learning outcomes, fosters effective learning in both classroom and lab settings, and promotes good public relations via contacts and regular communications with business, industry, and the public sector.
- Supports the development and facilitation of high school/college programming, transfer articulations, and other collaborative partnerships.
- Tracks the academic status of your Business Program students to ensure good academic standards are maintained and appropriate action is taken to refer students to necessary remediation or support services.
- Follows and implements measures and methodology for determining the effectiveness and efficiency of the Business Program in your classroom.
- Regularly attends seminars, special conferences, and professional meetings as time and budget permit.
- Attains, maintains, and reviews program certification requirements, as appropriate.
- Assure all academic practices and student records for both current and former students at the College comply with local, state, federal, and accrediting body (COE, SACSCOC, etc.) regulations.
- Follows and enforces rules and regulations as described by the Louisiana Community and Technical College System (LCTCS) and other policies and procedures established by the college.
- Serves on committees as assigned.
- Occasional evening and weekend work and overnight travel may be required.
- Performs other duties and functions as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Applicable laws, codes, regulations, policies, and procedures
- FERPA
- National and Regional Accreditation standards related to Academic Affairs
- Teaching and learning strategies
- Principles and practices of administration, supervision, and training.

### Demonstrated ability to:

- Assess the effectiveness and efficiency of the Business Program in conjunction with the Business Department Chairperson.
- Review and Revise Curricula in conjunction with the Business Department Chairperson.
- Effectively use technology and computer software programs, including MS Office.
- Analyze, problem-solve, negotiate, and make decisions.
- Ability to work with a diverse population.

## **QUALIFICATIONS**

### **Required (Minimum) education:**

- Master's degree in Business Administration, Business Office Technology, or closely related field from an accredited college or university.

- A strong commitment to and passion for the mission of Central Louisiana Technical Community College (CLTCC).
- Commitment to staff and faculty diversity, equity, inclusion, learning, and development.
- Proficiency in Microsoft applications (Word, Excel, and PowerPoint).

**Preferred (Desired) education experience/skills:**

- Three years of industry experience within the last ten years in business administration, Business Office Technology, or closely related industry.
- One-year instructor/training experience.
- Experience in curriculum development and review.
- Experience in conducting student needs assessments and establishing student learning outcomes.
- An in-depth working knowledge of the rules, regulations, and principles of the Council on Occupational Education (COE) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Working experience with Ellucian's Banner or other major student information systems.
- Proficiency in Microsoft Access.
- Project management experience.

**Additional Requirements:**

A valid Louisiana Driver's License (some travel may be required)  
Proof of motor vehicle insurance

**In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

**Application Instructions:**

Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references to:

Via email to: [hr@cltcc.edu](mailto:hr@cltcc.edu)

**Applications accepted until position is filled**

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer.*