



UNIVERSITY OF DALLAS

Adjunct Instructor

Job Number: 000027UD

Gupta College of Business

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

SUMMARY

UD's Gupta College of Business seek adjunct faculty to instruct assigned undergraduate and/or graduate level business courses. Course areas may include: **Accounting, Business Analytics, Business Communications, Business, Ethics, Business law, Business Mathematics & Statistics, Cybersecurity, Economics, Entrepreneurship, Finance, Global Business, Information Technology Management, Marketing, Management, Operations, Writing Academic Tutor, Finance Academic Tutor, and Statistics Academic Tutor.**

PRIMARY RESPONSIBILITIES

- Prepare and deliver lectures to undergraduate and/or graduate students.
- Invite, facilitate, and moderate classroom discussion.
- Evaluate and grade student coursework.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise course content, course materials, and methods of instruction.
- Maintain regularly scheduled office hours to advise and assist students.
- Communicate with students to provide necessary guidance and assistance.
- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences.
- Participate in meetings pertinent to faculty professional responsibilities.

MINIMUM REQUIREMENTS

- Master's degree with at least 18 graduate credit hours in teaching area (undergraduate-level courses).
- Experience teaching business-related courses at the undergraduate and/or graduate level.
- Excellent oral and written communication skills.
- Strong presentation skills and a clear focus on the discipline.



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- Significant business management skills.
- Knowledge and practice of a variety of instructional methods and technology that ensure successful student learning. Experience with experimental learning.
- Ability to work well in a collaborative work environment.
- Demonstrated commitment to diversity, equity, inclusion, and student success.

PREFERRED QUALIFICATIONS

- Teaching experience in either online or face to face format.

All applications should be submitted online at: <https://hr.udallas.edu/apply/>

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.