

UNIVERSITY OF DALLAS

Adjunct Instructor

Job Number: 000027UD

Gupta College of Business

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.
- 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.

UNIVERSITY OF DALLAS

PREFERRED QUALIFICATIONS

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

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education (<http://www.udallas.edu/about/mission.php>). All faculty members are expected to understand and support the mission.

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

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.