

**EMMAUS BIBLE COLLEGE  
JOB DESCRIPTION**

**BUSINESS AND TECHNOLOGY DEPARTMENT  
ADJUNCT FACULTY POSITION**

**POSITION IDENTIFICATION**

**Position Title:** Business And Technology Department Adjunct Faculty

**Department:** Business and Technology

**Status:** As assigned

**Reports To:** Chair, Business and Technology Department and individual Program Director

**Date Written:** September 2, 2021

**Revision Letter and Date(s):**

**POSITION SUMMARY**

Position is responsible for facilitating student learning through effective instruction and evaluating student achievement in assigned courses in the Business and Technology department and related academic programs under the guidance of the Business and Technology Department Chair and individual Program Directors and in cooperation with the VPAA and other faculty and staff members.

**ESSENTIAL JOB FUNCTIONS**

1. Prepare syllabi and teach an assigned course or courses (maximum is 6 hours per semester)
2. With the assistance of the Department Chair, determine instructional outcomes appropriate to each assigned course and help assess student academic achievement related to these outcomes. Course outcomes should relate to the mission and outcomes of the appropriate academic program.
3. Select textbook and teaching or learning material appropriate for individual course content and outcomes under general guidance from the Department Chair.
4. Attend department and faculty meetings if able.
5. Assist in the achievement and assessment of institutional and departmental goals through effective teaching strategies.
6. Attend chapel, eat lunch with students, and engage in informal exchange of ideas with students as opportunity permits.
7. Implement college policies and procedures in the classroom.
8. Read and comply with policies and procedures in the Employee and Faculty handbooks.
9. Represent Emmaus positively to the greater Dubuque community.

The list of essential functions as outlined above is intended to be representative of the tasks performed in this position. The Department Chair, Program Director and/or AAVP may assign additional activities, responsibilities or duties as required to achieve additional learning outcomes or fulfill department needs.

**ESSENTIAL JOB SPECIFICATIONS**

1. Act as a self-starter, requiring minimal supervision to accomplish assigned tasks.
2. Adapt to different student learning styles to accomplish assigned learning outcomes.

3. Respond professionally both verbally and in writing to students' inquiries and learning needs with a servant-based attitude.
4. Effectively and professionally present information to the Department Chairman and Program Director and/or VPAA within a team-based atmosphere.

## **EDUCATION, TRAINING, AND EXPERIENCE**

The education, training, and experience typically required are as follows:

1. A minimum of a master's degree in the appropriate program or a related field, from an accredited college or university is required.
2. A minimum of 1 -3 years of experience in the appropriate program setting is required. Ministry-based experience may also be considered provided its focus was a relevant aspect of business practice.
3. Teaching experience in formal academic settings at the undergraduate or graduate level is preferred.

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

The knowledge, skills and abilities necessary for this position require the following:

1. Born-again believer in the Lord Jesus Christ
2. Demonstrated, contagious Christian character
3. Personal alignment with the Doctrinal Statement of Emmaus Bible College
4. Commitment to the Mission, Core Values, and Institutional Goals of Emmaus Bible College
5. Ability to integrate Biblical truth with business philosophy and practice
6. Ability to teach effectively with a commitment to the scholarship of teaching and learning
7. Understanding of the needs and trends associated with traditional college age students as well as business professionals
8. Understanding of *business as mission* strategies
9. Ability to develop connections with business professionals in the community
10. Excellent verbal and written communication skills
11. High professional, ethical, and moral standards
12. Willingness to serve
13. Recommendations of quality performance