



FORT PECK

COMMUNITY COLLEGE

Job Title:	Full-Time Business Instructor	Position Type:	Full Time - Permanent																																		
Location:	Old Main	Date Closing:	Until Filled																																		
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference																																			
Job Description																																					
<p>1. Teach a combination of Business Administration, Accounting/Finance, Economics and Management courses at the freshman and sophomore curriculum levels, in accordance with the established course outlines of record and consistent with college standards. This includes organizing instruction to achieve course and program learning outcomes, selecting textbooks, organizing and conducting laboratories, instructing through lecture, demonstrations and field experiences. Evening hours may be required.</p> <p>Courses to be instructed during two academic years (FPCC Catalog on-line at http://www.fpcc.edu):</p> <table><tr><td>ACTG 180</td><td>Payroll Accounting</td></tr><tr><td>ACTG 20</td><td>Principles of Financial Accounting</td></tr><tr><td>ACTG 202</td><td>Principles of Managerial Accounting</td></tr><tr><td>ACTG 205</td><td>Computerized Accounting</td></tr><tr><td>ACTG 291</td><td>Special Topics</td></tr><tr><td>ACTG 298</td><td>Internship</td></tr><tr><td>BGEN 235</td><td>Business Law</td></tr><tr><td>BGEN 105</td><td>Introduction to Business</td></tr><tr><td>BGEN 201</td><td>Foundations of Business Ethics</td></tr><tr><td>BGEN 278</td><td>Writing the Business Plan</td></tr><tr><td>BMKT 225</td><td>Marketing</td></tr><tr><td>BMGT 250</td><td>Management</td></tr><tr><td>ECNS 201</td><td>Microeconomics</td></tr><tr><td>ECNS 202</td><td>Macroeconomics</td></tr><tr><td>TASK 145</td><td>Records Management</td></tr><tr><td>TASK 210</td><td>Office Success Strategies</td></tr><tr><td>WRIT 122</td><td>Introduction to Business Writing</td></tr></table>				ACTG 180	Payroll Accounting	ACTG 20	Principles of Financial Accounting	ACTG 202	Principles of Managerial Accounting	ACTG 205	Computerized Accounting	ACTG 291	Special Topics	ACTG 298	Internship	BGEN 235	Business Law	BGEN 105	Introduction to Business	BGEN 201	Foundations of Business Ethics	BGEN 278	Writing the Business Plan	BMKT 225	Marketing	BMGT 250	Management	ECNS 201	Microeconomics	ECNS 202	Macroeconomics	TASK 145	Records Management	TASK 210	Office Success Strategies	WRIT 122	Introduction to Business Writing
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2. Advise thirty to forty students, 10 to 15 hours monthly, during the academic year.
3. Assist in curriculum development.
4. Participate in the college faculty senate and college committees (program learning outcomes) as assigned.
5. Participate in faculty evaluation activities, service learning and student retention initiatives.
6. Keep up-to-date on Business and educational issues (including techniques of effective learning).

Qualifications

1. A Master's Degree in Business Administration/Business Management from an institution accredited by an accrediting agency recognized by the US Department of Education.
2. Documented successful college teaching experience in Business or Accounting.
3. Demonstrated ability to relate to students and staff of varied ethnicity, especially American Indian students, and a commitment to a culturally diverse educational environment.
4. Appreciation and respect for students (including adult students) and their role and responsibility in the learning process.
5. Demonstrated commitment to the philosophy and mission of the tribal community college.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~