



ANNOUNCEMENT OF POSITION OPENING

Instructor, Business Administration 10-Month Tenure-Track Position

**ANTICIPATED
STARTING DATE:** January 22, 2019

**MINIMUM
QUALIFICATIONS:**

Master's degree in Business Administration required and up to two years of college teaching experience in management, finance, accounting, and business communications. College teaching experience, at least two years preferred, especially among ethnically diverse and/or urban student populations.

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

Under the supervision of the Business Department Chair, the Business Instructor will prepare and teach college-approved Business-related curriculum (e.g., Management, HR Management, Marketing, Business Communication, Finance) courses in accordance with course descriptions and class schedules, develop syllabi and reading lists, assist in the selection of texts and related teaching resources, establish and cultivate partnerships with local businesses and employers, help inform students of internship opportunities offered in credit and non-credit formats, and meet the responsibilities required of all faculty members, including academic and career-oriented student advisement.

MINIMUM SALARY: \$55,571.00 approximate annual.

TO APPLY: Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts and the names of three references to:

Josephine Agnello-Veley, Director of Human Resources
Capital Community College

950 Main Street, Hartford, CT 06103

Email: CA-HRApplclicant@ccc.commnet.edu

No phone inquiries; please submit only one application package.

Be sure to include the position you are applying for.

**APPLICATION
DEADLINE:** For full consideration, applications should be received by close of business on **November 9, 2018.**

Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F.
Protected group members are strongly encouraged to apply.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Josephine Agnello-Veley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: jagnello-veley@Capitalcc.edu