



VACANCY POSTING NOTICE – March 18, 2025

Official Title of Position:	Instructor – Business Administration - Full-Time Faculty position
Department:	Academic Affairs – Sciences & Technologies Division
Salary:	\$41,000.00 – 10-month contract
Location:	On-site

POSITION DESCRIPTION

The primary purpose of the full-time Instructor – Faculty employee responsibilities include sponsoring student organizations, committee work and other institutional services, community service, and professional development. The successful candidate must possess a strong commitment to student learning and will be receptive to using active and engaged teaching methods and technology in the classroom. In addition, candidates should demonstrate an interest in the mission of the comprehensive community college concept.

This is a full-time, ten-month, term-contract faculty appointment in the Business Administration program within the Science & Technology Division. This position requires flexibility in scheduling, which will include both on-campus and online classes and is intended to fulfill our instruction needs.

Position Duties/Responsibilities:

- Lead in-person and online instruction related to Business Administration. Teach face-to-face, hybrid, and online classes, creating & maintaining a welcoming classroom environment that is conducive to learning and student engagement.
- Utilize the Learning Management System (Blackboard Ultra) to support classroom instruction and management.
- **Program Coordinator** – must assist in the development, assessment, and revision of curriculum and oversee and provide oversight of the business program.
- Mentor students in curriculum and career choices.
- Use effective teaching methodologies and regularly review and update course content and teaching strategies.
- Provide accurate and informative syllabi to communicate student expectations and establish mutual respect.
- Actively communicate student expectations, deadlines, and feedback on work completed.
- Maintain 8-10 regular office hours.
- Serve on college committees, participate in college events and activities, and assist in data reporting processes upon request.
- Provide external service to the community.
- Participate in professional development activities and seek continuous professional improvement.
- Pursue educational leadership opportunities.
- Attend departmental meetings and assist with departmental activities.
- Travel to local high schools to teach dual-credit courses as needed.
- Perform other duties as assigned based on institutional need.

Position Requirements:

- Master's degree in Business Administration or equivalent
- Teaching experience preferred.
- Excellent interpersonal and customer service skills
- Ability to plan, organize, and implement events and day-to-day operations/duties.
- Demonstrates and facilitates team spirit in the department and community.

Application Deadline: Open Until Filled, will begin reviewing applicants on March 31, 2025.

To Apply: Please visit our website to make application online: <https://careers.kctcs.edu/henderson>

In addition, please upload a letter of interest, resume, and transcripts.

Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.

KCTCS offers an attractive work environment that supports excellence, innovation, and creativity. This position is a full-time, term-contraction is a full-time, term-contract position, with the expectancy of continuance based on performance. KY law requires state and national pre-employment background checks as a condition of employment.

The Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of, race, religion, color, sex, gender identity, gender presentation, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit-based factor.
