



UNIVERSITY OF DALLAS

The Catholic University for Independent Thinkers

Employment Opportunity

Date Posted: 28 August 2015

JOB NUMBER: 000027UD

POSITION: Adjunct Instructors (PART-TIME) As Needed** **See summary for courses**

If interested in an adjunct teaching position in the future, please complete an application for consideration.

DEPARTMENT: College of Business

SUMMARY: 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, and Operations.**

RESPONSIBILITIES:

- Prepare and deliver lectures to undergraduate and/or graduate students.
- Invite, facilitate, and moderate classroom.
- Evaluate and grade student assignments and papers.
- 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 via email as necessary 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, including standing and ad hoc committees.
- Perform additional duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Master's degree with at least 18 graduate credit hours in teaching area.
- Experience teaching business-related courses at the undergraduate and/or graduate levels.
- Preferred teaching experience in either online or face to face format.
- 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 experiential learning.
- Ability to work well in a collaborative work environment.
- Demonstrated commitment to diversity, equity, inclusion, and student success.

COMPENSATION: Compensation will be based on experience and qualifications within an established pay range.

EMPLOYMENT ELIGIBILITY: All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

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

Specific inquiries regarding this posting can be emailed to: facultysearch@udallas.edu.

Office of Human Resources
Carpenter Hall
1845 E. Northgate Dr.
Irving, TX 75062

Fax: (972) 721-4095
E-mail: hr@udallas.edu

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