

# UNIVERSITY OF DALLAS

Adjunct Instructor

Job Number: 000027UD

## Gupta College of Business

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### WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

### SUMMARY

UD's Gupta College of Business seek adjunct faculty to 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, Operations, Writing Academic Tutor, Finance Academic Tutor, and Statistics Academic Tutor.**

### PRIMARY RESPONSIBILITIES

- Prepare and deliver lectures to undergraduate and/or graduate students.
- Invite, facilitate, and moderate classroom discussion.
- Evaluate and grade student coursework.
- 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 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.

### MINIMUM REQUIREMENTS

- Master's degree with at least 18 graduate credit hours in teaching area (undergraduate-level courses).
- Experience teaching business-related courses at the undergraduate and/or graduate level.
- Excellent oral and written communication skills.
- Strong presentation skills and a clear focus on the discipline.

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- Significant business management skills.
- Knowledge and practice of a variety of instructional methods and technology that ensure successful student learning. Experience with experimental learning.
- Ability to work well in a collaborative work environment.
- Demonstrated commitment to diversity, equity, inclusion, and student success.

## **PREFERRED QUALIFICATIONS**

- Teaching experience in either online or face to face format.

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

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**