



# NORTHERN PENNSYLVANIA REGIONAL COLLEGE

814-230-9010  
814-313-7320 (fax)  
<https://regionalcollegepa.org>

**POSITION TITLE:** Instructor of Business Administration

**JOB TYPE:** Full-time

**LOCATION:** To be determined, sites located throughout NPRC's multi-county footprint. Serving Pennsylvania Counties: Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Warren and Venango

**DATE POSTED:** September 28, 2020

**PRIORITY DEADLINE:** October 28, 2020

**CLOSE DATE:** Open until filled

**JOB DESCRIPTION:** See page 2-3

**APPLICATION PROCESS:**

**SUBMIT:** Applicants are required to submit a Cover Letter, Complete Resume or Curriculum Vita, Educational Philosophy, Copy of College Transcripts (official transcripts to be submitted by successful candidate prior to starting employment), and Copy of Professional Certifications and/or Licenses (if any) to:

Northern Pennsylvania Regional College  
Attn: Instructor of Business Administration Search Committee  
300 2<sup>nd</sup> Avenue, Suite 500  
Warren, PA 16365

**OR**

Email to: [employment-hr@rrcnpa.org](mailto:employment-hr@rrcnpa.org)

**MINIMUM PRE-EMPLOYMENT REQUIREMENTS (other requirements may apply):**

PA Child Abuse History Clearance  
Pennsylvania Access to Criminal History Record Check  
Federal Criminal History Background Check  
Valid Driver's License

**For additional information, please call the NPRC Administrative Offices at 814-230-9010**

NPRC is an Equal Opportunity Employer. NPRC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

## JOB DESCRIPTION

**JOB TITLE:** Instructor of Business Administration

**CLASSIFICATION:**  EXEMPT (ANNUAL SALARY)

**COMPENSATION RANGE:** \$52,000 - \$54,000 Yearly

**REPORTS TO:** Dean of Curriculum and Instruction

### POSITION SUMMARY:

Northern Pennsylvania Regional College (NPRC) seeks diverse, innovative instructors committed to students in one- and two-year career/technical certificate and degree programs, two-year associate degree programs intended for transfer into baccalaureate programs, and non-credit professional development training.

### MINIMUM QUALIFICATIONS:

- Master's degree in the discipline or sub-field of study in which they teach, OR
- Master's degree in a related field with a minimum of 18 graduate hours specific to the discipline, OR
- Master's degree in a related field with a minimum of 6 graduate hours specific to the discipline AND
- Minimum of two years or four academic terms of any combination of teaching discipline-specific courses at the college level or discipline-specific Advanced Placement courses at the secondary level; OR
  - Minimum of five years of discipline-specific teaching experience at the secondary level in grades 7-12 and a valid professional teaching license recognized by the Commonwealth of Pennsylvania at the secondary level for grades 7-12 specific to the discipline; OR
  - Industry-related certifications and/or documented professional experience that correlates to at least 75% of the instructional content of a course

### PREFERRED QUALIFICATIONS:

- Experience teaching at the community college level
- Experience using a student information system and a learning management system
- Willingness to work evenings and occasional weekends
- Experience using technology tools related to curriculum development and delivery, including expertise with MSOffice
- Ability to work collaboratively with a variety of teams
- Ability to teach accounting or economics

### ESSENTIAL FUNCTIONS:

Full-time Instructor of Business will be expected to teach a combination of classes from the following areas: accounting, business foundations, business law, business technology, economics, marketing, and management. Instructor may also develop and/or teach courses within the non-credit workforce and professional training unit, as needed.

Full-time faculty appointment includes 12-month teaching schedule (with additional duties in areas such as advising, curriculum development and revision, academic assessment, and committee service). Teaching load for a full-time faculty member is the equivalent of 30 credits in an academic year. Substantial service load, such as development of new curricular offerings, programmatic assessment of student learning, or teaching non-credit professional and workforce training courses may serve in lieu of an agreed upon number of credits of instruction.

The successful applicant will support and teach within the College's model of distributive teaching and learning, in which instruction is supported by technology, enabling students to engage in a single class experience from different locations through real-time interactive video feeds. This teaching method, which is used in a limited way in many postsecondary institutions (often called ICR or ITV), is the dominant method of teaching/learning at NPRC. The successful applicant must be able to work effectively with supervisors, colleagues, staff, and students as part of an education team.

**ADDITIONAL ELIGIBILITY REQUIREMENTS:**

Valid Driver's License and consistent access to vehicle is required.

**CLEARANCE REQUIREMENTS:**

- PA Child Abuse History Clearance
- Pennsylvania Access To Criminal History Record Check
- Federal Criminal History Background Check
- Training Certificate - Mandated and Permissive Reporting in Pennsylvania

**PHYSICAL REQUIREMENTS:**

The physical and mental demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to read, communicate verbally and/or in written form using English language; remember and analyze certain information; and remember and understand certain instructions or guidelines
- Driving, standing, walking and sitting
- Must be able to occasionally lift and/or move up to 25lbs/12kg
- Ability to use technology tools required for performing the specific responsibilities of this position; and remember and understand certain instructions or guideline

**WORKING CONDITIONS/WORK SCHEDULE:**

- Office Location: To be determined, sites located throughout NPRC's multi-county footprint. Serving Pennsylvania Counties: Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Warren and Venango
- Work hours: 8:30 am to 5:00 pm, Monday thru Thursday\*  
8:30 am to 4:30 pm Friday\*
- Notwithstanding the office hours, all salaried employees are expected to work 40 hours weekly

\*Work hours may be adjusted. Work hours include evenings and occasional Saturday's. Class schedule typically falls within 2:00 – 9:30 pm, Monday – Thursday.

**TRAVEL REQUIREMENTS:**

This position may require occasional travel throughout NPRC's multi-county footprint to meet with students, colleagues, or others. Instructors may be assigned to teach from one or more classroom locations used by NPRC in Northwestern Pennsylvania. See <http://regionalcollegepa.org> for information concerning classroom locations. A valid Driver's License and consistent access to a vehicle is required.

**OTHER DUTIES:**

Perform other duties as assigned.