

**NORTH COUNTRY COMMUNITY COLLEGE**  
**23 Santanoni Avenue**  
**Saranac Lake, New York 12983**

**POSITION DESCRIPTION**  
**BUSINESS INSTRUCTOR**

**Job Title:** Business Instructor  
**Job Status:** Full-time  
**Department:** Business Department  
**Supervisor:** Vice President for Academic Affairs

North Country Community College (NCCC) is a small community college located in the Adirondack State Park in Northern New York. The main campus is located in Saranac Lake with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Classes are relatively small providing opportunities for individualized instruction and focused academic advisement for each student.

**General Job Description:** A full-time business instructor at NCCC instructs 15 credit hours per semester in business-related offerings. Instructors should be able to teach in a variety of formats including on-ground, hybrid, video-conferencing and online and are expected to learn and use a course management system to support their courses. Class size is typically between 20-25 students. As a member of the Business Department, the instructor is expected to participate and share in the work of the department. All instructors are expected to provide extensive academic advising to all students on the instructor's advisee list. All instructors also are expected to participate in College committee work facilitating the shared governance approach to the management of the College. Instructors are members of a collective bargaining unit and work under a collective bargaining agreement (CBA). Per the contract, the academic work year is 164 days.

This individual will be based on the Saranac Lake, New York campus and may have instructional duties on at least one other campus.

**Major Duties and Responsibilities:**

1. Instruct Business and related courses at a minimum of thirty (30) credit hours per academic year at a maximum of two of the College's three locations (Saranac Lake, Malone, and Ticonderoga). Instruction of more than thirty credit hours results in extra compensation (per the CBA).

2. Be available for, and provide a minimum of five (5) office hours per week for student advisement and remediation.
3. Learn and use the College's Learning Management System to support course offerings, including communicating with classes, posting course-related documents, and tracking and submitting grades. Training to support learning the system will be provided by the College.
4. Perform as an academic advisor which includes, but is not necessarily limited to, scheduling of classes, review of degree audits and progress, schedule changes, referral to additional resources within the College, and other advisement-related functions deemed necessary to keep each advisee on track facilitating retention.
5. Contribute meaningfully to the life of the Business Department, including attending and participating in departmental meetings and assessment activities including course-level, general education and program assessment.
6. Review, refine and update course syllabi and course outlines on a regular basis in concert with departmental colleagues and chair.
7. Work closely with the College Registrar and Records Office staff concerning registration and scheduling of students, course section add/drops, mid-term and final grade submission, and other requests that occur outside of the academic year.
8. Serve on College committees and participate in College Governance.
9. Contribute to and participate in outside activities to help promote goodwill and service.
10. Develop and maintain a professional growth plan and share that with one's supervisor.
11. Remain current and up-to-date in instructional areas within the Business, CIS and related disciplines.
12. Order appropriate supplies, textbooks and other instructional-related materials in a timely and economically-sound fashion taking into account student need and budgetary constraints.
13. Conduct oneself in a professional manner promoting good relations with College employees, students, parents, local community members, jurisdictional representatives, and visitors.
14. Maintain an awareness of, and function within, the current requirements of the NCCC Rights and responsibilities, Equity Action Plan and Drug Awareness Plan, and other related employment requirements as outlined in the current NCCCAP Collective Bargaining Agreement (CBA).
15. Be cognizant of and maintain appropriate behavior as outlined in all College policies.
16. Perform other duties as assigned by the department chair, or College officer.

**Principal Performance Requirements:**

1. Instruct Business and related courses, including: a) introductory and general business courses, b) accounting, c) economics, d) basic computer concepts and e) computer applications.

2. Advise students in a variety of degree programs including, but not limited to, AS Business Administration, AAS Business Administration, and AAS Entrepreneurship Management.
3. Work with departmental colleagues to routinely update, enhance, and expand the business and computer information systems offerings in support of the academic programs at the College.
4. Participate in the life of the College including involvement in shared governance and other areas of service.
5. Effectively work with diverse groups across the College community.
6. Possess and exercise strong written and verbal communications skills as well as strong interpersonal skills.

**Qualifications for the Job:**

1. **Education:** Master's Degree in Business, Business Management, Economics or a related field required; a professional degree in a related field may also be accepted; certification or training in Microsoft Office application instruction is preferred.
2. **Experience:** Course work or experience that demonstrates an understanding of basic computer concepts is required. College-level instructional experience is required, and community college-level instruction is preferred.

**Key Competencies:**

1. Strong verbal and written communication skills.
2. Strong interpersonal skills.
3. Attention to detail.
4. Instructional knowledge, skills, and abilities.
5. Knowledge of student advising.
6. Responsiveness, timeliness, and professionalism.