

Business Instructor, part-time

Classification Title: Adjunct Teaching
Department: Communication Studies
Rank: Adjunct Instructor
Tenure Information: Non-tenure track



Job Description

BASIC FUNCTION

Under administrative leadership, it is the responsibility of the adjunct instructor to participate in the planning, implementation, and evaluation of educational programs, courses, and other experiences that will directly result in the educational growth of the students and support advancement of the vision, mission, and values of College of the Desert (District) and of California Indian Nations College (CINC).

Classes held primarily at the UCR Palm Desert Graduate Campus. They may also be held at the College of the Desert campuses, Sherman Indian High School, Noli Indian School, or reservation communities. Classes may be scheduled during the day, evening, or weekends.

Essential Duties

Examples of Job Duties

A. Classroom Responsibilities

- a. Meet classes/lab on day and times assigned
- b. Develop and implement instruction for each class/lab period which is consistent with the official course outline
- c. Develop and distribute the first week of class, a written syllabus for each course to communicate course objectives to students, grading criteria, and classroom policies
- d. Demonstrate respect for student rights as specified in District policy and applicable laws
- e. Ensure course textbooks and instructional materials are made available to students in a timely manner
- f. Refer students to tutoring and related student services when appropriate
- g. Supervise student in off-campus activities when participation is part of the instructor's load

Evaluation of Students


- a. Evaluate students' progress toward meeting course objectives; advise the students of course objectives, methods of evaluation and the results of the evaluation
- b. Return assignments and examination results in a timely fashion
- c. Assign grades to students in the manner provided by District policy and administrative procedure and prescribed by Ed Code and Title V regulations for the State of California

- d. Submit grade report forms and other reporting forms, including but not limited to census, progress reports, attendance records, and proctoring forms, in a timely and accurate manner

MINIMUM QUALIFICATIONS

- Master's in business, business management, business administration, accountancy, finance, marketing, or business education
OR
- Bachelor's in any of the above
AND
- Master's in economics, personnel management, public administration, or JD or LL.B. degree
OR
- Bachelor's in economics with a business emphasis
AND
- Master's in personnel management, public administration, or JD or LL.B. degree
OR
- the equivalent.

PREFERRED QUALIFICATIONS

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students, especially the Native American population. 

EQUIVALENCY REQUESTS & FOREIGN EQUIVALENCY EVALUATIONS

If you do not clearly meet the minimum qualifications as they are defined, you must submit an [Equivalency Request](#) Form and narrative with your application.

Degrees earned outside of the U.S. require that a Foreign Equivalency Evaluation be uploaded in addition to the foreign transcripts.

REQUIRED ATTACHMENTS:

Applications missing any of the required documents listed will not be considered. The following documents are required at the time of application:

Please send the following items to hr@Cincollege.org: **

- Resume
- Cover Letter
- Unofficial Transcripts: Must be from an accredited institution, show name of institution, degree awarded, discipline, and date awarded. Diplomas will not be accepted in lieu of the required transcripts.

REFERENCES:

References must include a minimum of 2 supervisors **and** 2 current or previous colleagues. **Please include** name, title, email, and current phone numbers.

**Please note that we are currently in an accreditation incubation period with College of the Desert (COD) and all instructors must also be employed by COD. Therefore, an additional application, selection, and interview processes through College of the Desert is required to secure the final position.

Salary Range/Rate Master Degree Lecture Rate - \$58.15, Master Degree Lab Rate - \$49.43, Doctorate Degree Lecture Rate - \$61.20, Doctorate Degree Lab Rate - \$52.02

Open Date 08/06/2019

Close Date --

Open Until Filled Yes

About California Indian Nations College

California Indian Nations College began with a Strategic Planning Committee (CINC SPC) comprised of over 35 members, a coalition of constituents from the local Indian Community within the Southern California region. The CINC SPC supported a vision to establish a two-year, accredited college with a curriculum that incorporates Indigenous culture, Native language revitalization, and a re-institutionalization of traditional Native American values.

With the support of the local Indigenous community, Twenty-Nine Palms Band of Mission Indians, College of the Desert, and the Native American educators who serve on the CINC SPC, CINC has become an integral part of an initiative supported by Chancellor Wilcox of UC Riverside (UCR) and the UCR Chancellor's Native American Advisory Committee to create this college for all Indigenous Nations in- and potentially outside the state of California. Given this high-level professional support, CINC will serve as a pipeline for future university students.

According to the American Indian Higher Education Consortium, there are currently 37 accredited Tribal Colleges and Universities in the United States of America, with most positioned in the North and Northwest; yet not one accredited Tribal College is located in California. Thus, CINC, located in Southern California, will be a monumental establishment for the future of all Native people in the southwest region and beyond.

With the continued dedication of the CINC Strategic Planning Committee, the CINC Foundation, and with the support of and partnership with Twenty-Nine Palms of Mission Indians, College of the Desert, and the University of California Riverside, CINC aims to become the first accredited tribal college in California in decades.

CINC is located in Palm Desert, California, in the heart of Southern California Indian Country. Nearly a dozen reservation communities are nestled among the backdrop of the Santa Rosa and San Jacinto mountains in central Riverside County.