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## MSCF FACULTY JOB POSTING

April 14, 2014

**POSITION:** Economics Instructor (PCN 01102102)

**STARTING DATE**: August 19, 2014

**APPOINTMENT:** Part Time Unlimited (75%)

**APPLICATION DEADLINE:** May 2, 2014

### **RESPONSIBILITIES**

• Planning for instruction

- Preparing classrooms and conducting classes
- Developing curriculum
- Evaluating student work
- Maintaining student records
- Interacting positively with students and staff
- Recruiting and retaining students
- Maintaining professional skills and credentials
- Participating on department committees
- Assisting with departmental activities
- Participating on college committees
- Purchasing supplies and equipment
- Participating in professional development activities

#### MINIMUM QUALIFICATIONS

Master's degree in Economics or Master's degree with 24 graduate quarter/16 semester credits in Economics

### PREFERRED QUALIFICATIONS

- Two years of teaching experience
- Experience teaching on line
- Excellent written communication skills
- Understanding of the comprehensive college mission
- Ability to work with a diverse student body with a broad range of interests and abilities
- Ability to work with a variety of people as a team member

#### TO APPLY

Apply online at <a href="http://www.alextech.edu/employment">http://www.alextech.edu/employment</a>

Click on Academic and Administrator Jobs link to apply. You must apply online and attach an electronic resume and copy of your transcript(s) to your online application in order to be considered for this position.

# **CONTACT**

Ruth Dickey, 320-762-4484; Fax: (320)762-4501; Email: <a href="mailto:employment@alextech.edu">employment@alextech.edu</a>

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