



Philander Smith College

POSITION TITLE: Instructor/Assistant Prof of Accounting - Division of Business Administration

EMPLOYMENT TYPE: 10-month, Non-Tenure/Tenure Track

SUMMARY OF POSITION:

The candidate is expected to have the ability to teach introductory and a range of upper-level accounting and finance courses. Courses include: Financial Accounting, Managerial Accounting, Intermediate Accounting I, Intermediate Accounting II, Individual Income Tax, Accounting Information Systems, Auditing, and upper-level accounting elective courses as needed. The instructor should be a student-focused and centered educator committed to student learning, retention, persistence, and completion.

DUTIES AND RESPONSIBILITIES

1. Duties include teaching a 12 hours per semester load with summer teaching opportunities available.
2. Candidate will also be required to maintain academic qualifications for ACBSP.
3. Responsible for advising students and creating individual educational plans using degree audits tools.
4. Perform appropriate departmental, college. and community service.
5. Experience in teaching across various course delivery formats.
6. Collaborate with our Advisory Board members and corporate/business partners to increase student engagement.
7. Maintain office hours to assist students with course/ subject mastery.
8. Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines.
9. Evaluate and revise curriculum, course materials, and delivery methods as changes in the field and teaching environments warrant.
10. Review, evaluate, and revise department policy, textbooks, and curriculum in conjunction with other department members and the Department Chair in order to enhance student academic and career success.
11. Serve on university committees to enhance department and university policies and processes which enhance student academic and career success.

REQUIRED QUALIFICATIONS:

- A minimum of a Master of Accountancy degree. CPA certificate and/or terminal degree in accounting preferred.
- Candidate will have a track record of at least three years of successful and effective teaching experience.

HOW TO APPLY:

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, current vitae, and three letters of professional references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in PDF format. You may also mail your information to:

**Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202**

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.