

**DAWSON COMMUNITY COLLEGE  
POSITION DESCRIPTION**

**TITLE:** Faculty Instructor – Business

**DATE:** March 2025

**SUPERVISION RECEIVED:** Dean Academics

**POSITION NUMBER:** F99975

**DEPARTMENT:** Academics - Transfer

**FLSA STATUS:** Full-time, tenure-track faculty

**SUPERVISION EXERCISED:** Student

Employees; Work Study Students as needed

**SALARY RANGE:** \$34,153 - \$76,068

**\*\* WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE \*\***

**SUMMARY OF WORK:** The faculty instructor for Business is responsible for instructing business-related courses within our transfer and career and technical business tracks. Instructional faculty have the important responsibility of creating an innovative learning environment both inside and outside the classroom to inspire success and excellence in student learning. This full-time faculty is responsible for collaboration within our Business program for program development and improvement, student recruitment and advising, dual enrollment, and articulation. This person demonstrates the academic and professional qualifications and relevant experience in education required for providing effective leadership for the program and students in both transfer and career and technical tracks.

**EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:**

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism towards others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

**DUTIES AND RESPONSIBILITIES:**

- Develop and deliver engaging and student-centered business courses (e.g., accounting, marketing, management, economics, and human relations).
- Utilize various teaching methods. Including, but not limited to, lectures, case studies, simulations, and online learning tools.
- Provide instruction for courses at a variety of times and in a variety of delivery methods (e.g., face-to-face, HyFlex, online, etc.)
- Create and maintain course syllabi and assessments that align with college guidelines.
- Instructors are required to track and update student grades at regular intervals, including 30-day, mid-term, 60-day, and final grade assessments.
- Stay up-to-date on industry trends and integrate real-world business applications into the curriculum.
- Assess student learning through exams, projects, presentations, and other assessment tools.
- Provide academic advising and career guidance to students pursuing business degrees or certificates.
- Foster a supportive classroom environment that encourages student participation.
- Offer office hours and additional support to assist students with coursework, career planning, and skill development.
- Encourage student involvement in business-related extracurricular activities, such as business clubs or competitions.
- Promote and support internships, job placement, and networking opportunities for students.
- Participate in the development and revision of business courses and programs to align with industry standards.
- Collaborate with colleagues to enhance interdisciplinary learning opportunities across departments.
- Ensure course materials meet academic relevance and rigor of that needed at the collegiate level.
- Incorporate technology, business software, and digital tools relevant to modern business practices.
- Engage in ongoing professional development, including workshops, conferences, and business-related certifications.
- Serve on college committees, task forces, and advisory boards to support institutional goals.

- Contribute to the assessment and continuous improvement of the business programs and student learning outcomes.
- Assist with marketing and recruitment efforts for the business program, including participation in college outreach events.
- Work with Dean of Academics or designee to provide input into the budget process to ensure adequate resources are available and recommend needed equipment and supplies for the program.
- Demonstrate a positive and professional relationship with students, colleagues, alumni, administration, and the community.
- Ensure congruence of program policies and procedures with those of Dawson Community College.
- Ensure compliance with regulatory bodies, including but not limited to the Board of Trustees, Board of Regents, and Northwest Accreditation.
- Perform other related duties for the good of the College as assigned by the Dean of Academics or designee.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**This institution is an equal opportunity provider.**

**Required Qualifications:**

- Master’s Degree in Business or other directly related field. (Accounting, Economics, Human Resources, etc.) All coursework must be from an accredited college or university.
- Demonstrated affective communication skills and ability to build strong relationships with local high schools and community organizations.
- High level of professionalism and confidentiality.
- Must be able to take initiative and work independently as well as part of a team.

**Preferred Qualifications:**

- Teaching experience (either at the college or secondary level)
- Doctorate Degree
- Online teaching experience

**COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application • Current resume
- Cover Letter
- Copies of all college transcripts
- Three professional references (names, addresses, and phone numbers).

**INQUIRIES MAY BE DIRECTED TO:**

**Human Resources Department [hr@dawson.edu](mailto:hr@dawson.edu)  
406-377-9430**

**Qualified protected class individuals are encouraged to apply.** Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

**Nondiscrimination Policy:**

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.  
**Telephone:** (406) 377-9412. **Email:** dnyberg@dawson.edu.. **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive, Glendive, MT 59330