

Position Title: **GENERAL BUSINESS INSTRUCTOR**  
Classification: **Instructor - Full-Time (177 Day 10 Month), Tenure Track**  
**Probationary (Contract I) Member of Academic Staff**  
**Contingent upon availability of state funding.**

**START DATE:** Fall Semester 2012

**OVERVIEW:**

The Business Education Department is committed to excellence in all lower division education for majors and non-majors with an emphasis on real-life applications and teaching methodologies that meet the diverse learning styles of our students. The faculty members work together to support one another and achieve student success. We seek an innovative business professional who is committed to higher education and desires to contribute to our program.

**POSITION DUTIES:**

**In addition to the responsibilities of the classification description, the specific position is also responsible for:**

1. Teaching college-level General Business courses that include, but are not limited to: Introduction to Business, Management and Human Relations, Organization Management, Human Resource Management, Marketing, Sales in Today's World, Advertising and Personal Finance.
2. Teaching at various locations, day, evening, weekend, summer, distance learning, and online courses may be part of this position.

**CLASSIFICATION RESPONSIBILITIES:**

**All Butte College full-time faculty are responsible for the following:**

1. Plans for and initiates curriculum improvements.
2. Plans for and is continually well prepared to teach.
3. Provides organized delivery of instruction.
4. Is courteous to and approachable by students.
5. Instruction is consistent with the stated and approved goals and content of the course.
6. Sticks to the subject matter of the course.
7. Shows enthusiasm for the subject matter.
8. Uses effective motivation to create a personal desire to learn the subject/skill(s).
9. Uses standards of student evaluation that are clear, fair, and followed consistently throughout the course.
10. Requires levels of instructor and student effort sufficient to the mastery of the subject or skills in the course.
11. Grades and returns student assignments and tests in a reasonable period of time.
12. Makes effective use of teaching aids and materials required of students (e.g., texts, manuals, etc.).
13. Is effective as a teacher.
14. Prepares complete course outlines and syllabi.
15. Continually revises and updates course content and materials of instruction.
16. Coordinates course contents and methods with other teachers in the program/discipline.
17. Meets and assists students during office hours or by appointment or at other reasonable times.
18. Initiates and carries through with improvements to course contents and methods.
19. Initiates and/or participates in overall department-wide program development, maintenance, evaluation, revision and/or expansion.

**MINIMUM QUALIFICATIONS:**

1. Possession of a California Community College Credential authorizing full-time instruction in Business **OR**

Position Opened: FRIDAY, January 27, 2012

2. Master's in business, business management, business administration, accountancy, finance, marketing, or business education **OR**
3. Bachelor's in any of the above **AND** Master's in economics, personnel management, public administration or JD or LL.B. degree **OR**
4. Bachelor's in economics with a business emphasis **AND** Master's in personnel management, public administration, or JD or LL.B. degree **OR**
5. The equivalent to District minimum qualifications described above. Equivalency may include any combination of education, training, teaching, or related employment experience that would be approximately equal to one of the above. **(Applicant wishing to be considered for employment under District equivalency standards must submit a detailed statement explaining why you feel you possess a Masters' Degree in the required field.)**

**DESIRED QUALIFICATIONS:**

**The successful candidate will possess:**

1. Excellence in the classroom (in academic and/or industry training environments), preferably with college-level General Business (marketing/management) teaching experience. Demonstrated experience in effectively: a) utilizing active learning strategies to teach students with diverse learning styles; b) maintaining rigorous academic standards, often with under-prepared students; and c) developing/modifying curriculum/instruction to enhance students' performance relative to identified learning outcomes.
2. Relevant industry experience in the field(s) of Marketing (including Sales and/or Advertising, etc.), Management and/or Human Resource Management.
3. Ability to teach a variety of courses in General Business, including (but not limited to) Introduction to Business, Management and Human Relations, Organization Management, Human Resource Management, Marketing, Personal Selling, Advertising, eCommerce and Personal Finance.
4. Ability to use technology (including, but not limited to, classroom management systems) to enhance the learning experience of General Business students.
5. Experience working collaboratively and effectively, and in a leadership role, with colleagues and students, including advising/mentoring students and advising/ assisting student organizations.
6. Interest and broad background relative to General Business, as evidenced by efforts to maintain currency via professional development activities such as membership in recognized professional associations and/or participation and presentations at professional meetings.
7. Experience supervising and/or working with diverse populations; understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, cultural, physical disability, religious background and sexual orientation of community college students.

**FOREIGN TRANSCRIPTS**

Foreign transcripts **must** include a U.S. evaluation **and** translation. Please contact the Office of Human Resources for a list of agencies providing this service or our website at: [http://www.butte.edu/hr/job\\_opportunities/faculty/](http://www.butte.edu/hr/job_opportunities/faculty/)

**SALARY / BENEFITS:**

**\$46,088.40 - \$70,774.44 per year**, plus doctorate stipend if applicable. Placement on the Academic salary schedule is dependent on education and experience. The District offers a comprehensive benefits package for employees and family members. The package includes: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, participation in the State Teachers' Retirement System (STRS) and 457/403b tax shelter retirement plans.

**IMPORTANT**

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

**APPLICATION FILING DATE:**

**12:00 P.M. Friday, March 9, 2012**

All offers of employment are contingent upon Board Approval.

This position is open until filled, but the above date is the priority date for receipt of application materials to be considered in the initial selection committee review. The position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application materials so that they are received not later than the aforementioned date (postmarks are not accepted). It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date.

**APPLICATION INFORMATION:**

Department of Human Resources (800) 933-8322  
Butte-Glenn Community College District (530) 895-2400  
3536 Butte Campus Drive FAX : (530) 895-2836  
Oroville, California 95965-8399  
(Hearing Impaired Line Only) TDD: (530) 895-2817

- Applications are available in the Department of Human Resources on the main campus, on our website <http://www.butte.edu/hr> or call the office at (530) 895-2400 to have an application mailed/mailed to you.
- Submit applications by fax, email ([humanre@butte.edu](mailto:humanre@butte.edu)) or deliver to the Department of Human Resources on the main campus.
- Normal office hours are Monday through Thursday; 7:30 a.m. – 5:00 p.m. Fridays 8:00 a.m. - 12:00 noon.

**SELECTION PROCESS:**

A selection committee will review and evaluate applications to select a limited number of candidates to interview. This screening process can take up to 3 weeks or more, after which interviews will be conducted. Meeting the minimum qualifications for a position does not assure the candidate an interview. All interview candidates will be requested to demonstrate their teaching styles and techniques. The District is not able to compensate candidates for interview-related expenses. Applicants selected for an interview and requiring appropriate reasonable accommodations for disabilities during the interview process must notify the Department of Human Resources in advance.

**PREEMPLOYMENT REQUIREMENTS:**

1. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
2. As a condition of employment the position you are applying for will require that you provide fingerprints to the local police department. The fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility. If you should be offered this position you will be asked to sign a payroll deduction form which will authorize the District to deduct the fee charged by the DOJ from your first paycheck.
3. All offers of employment are contingent upon Board Approval. The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of the position.

## APPLICATION REQUIREMENTS – READ CAREFULLY

To be considered in the initial screening, applicants **are required** to submit **two (2)** sets of application materials of all required documents to the Department of Human Resources on the main campus on or before the application filing date (postmarks are not accepted). All materials submitted become District property, will not be returned or copied, and will be considered for this opening only. Incomplete applications will not be forwarded for further consideration.

### REQUIRED DOCUMENTS

- BUTTE COLLEGE ACADEMIC APPLICATION: (2 copies)**  
All applications must be made on a Butte College Academic Application. All applicable parts of the application must be completed.  
**AN APPLICATION WITHOUT A SIGNATURE OR WITH THE WORDS “SEE RESUME” OR SIMILAR PHRASE WILL NOT BE ACCEPTED.**
- COVER LETTER: (2 copies)**  
Please describe in your cover letter how your past experience and qualifications meets the responsibilities of this position.
- RESUME OR VITA (2 copies)**
- MINIMUM QUALIFICATIONS (2 copies):**  
On a separate sheet of paper addressed to the hiring committee, identify from the category below under which you are claiming minimum qualifications.
  1. Possession of a California Community College Credential authorizing fulltime instruction in Business **OR**
  2. Master's in business, business management, business administration, accountancy, finance, marketing, or business education **OR**
  3. Bachelor's in any of the above **AND** Master's in economics, personnel management, public administration, or JD or LL.B degree **OR**
  4. Bachelor's in economics with a business emphasis **AND** Master's in personnel management, public administration, or JD or LL.B. degree **OR**
  5. The equivalent to District Minimum Qualification as described above.**SUBMIT A DETAILED STATEMENT EXPLAINING WHY YOU FEEL YOU POSSESS THE EQUIVALENT TO THE MINIMUM QUALIFICATIONS IN THIS FIELD.**
- SUPPLEMENTAL INFORMATION: (2 copies each)**  
3 Letters of recommendation.
- DIVERSITY STATEMENT: (2 copies)**  
Butte College serves a diverse population. In a **separate statement**, address how your skills, experience and education have prepared you to serve and meet the needs of a diverse student/staff population.
- TRANSCRIPTS: (2 copies)**
  - You are required to provide copies of transcripts/coursework for the degree which qualifies you for this position. The transcripts must include the date the institution granted the degree. Legible copies of transcripts are acceptable at this point in the process. Official transcripts must be submitted prior to hire.
  - If you have foreign transcripts include copies of a U.S. evaluation and translation. Contact the Office of Human Resources for a list of agencies providing this service.

*Only Required Documents will be considered.*

### ABOUT BUTTE COLLEGE:

Butte College, located on a 928 acre wildlife refuge in the Sierra Nevada foothills of Northern California, is a fully accredited two year community college and a national leader in sustainability. In 2011, the college made history by becoming the first “grid neutral” institution of higher education in the country. With 25,000 solar panels, the college produces enough clean solar energy to fully offset its electric bill. The college offers associate of arts and associate of science degrees, along with certificates in nursing, fire, law enforcement, building inspection, welding, automotive, business, and accounting, among others. The college is the second largest employer in Butte County, and serves over 21,000 students annually. Butte College faculty and staff are committed to helping students achieve success in all aspects of campus life from academics to extracurricular activities. Graduates leave the college ready to transfer to other public and private four year institutions. Butte College transfers more students to California State University, Chico, than any other community college. The college’s international honor society for two year colleges has long been recognized as one of the best in the country. The college received its re-accreditation by the Western Association of Schools and Colleges in 2009. “Students First” has always been a key value for Butte College and we remain dedicated to providing the best educational experience for our students.

### ABOUT THE COMMUNITY:

Butte College is located in the heart of Northern California, just 75 miles north of Sacramento and three hours Northeast of San Francisco. The area is located in Oroville with centers in Chico and Glenn County. The city of Chico is recognized as one of the Top 10 Art Towns in America, and is home to Bidwell Park—one of the largest municipal parks in the nation, along with Lake Oroville—the second largest lake in California. A growing community, Chico offers cultural activities: music, art and theater, all in close proximity to California State University, Chico. *Bicycling Magazine* named Chico as the best town in the U.S. for bicycling. Oroville is the gateway to great Northern California recreational opportunities including: fishing, hunting, boating, cycling, and skiing. *Bassmaster Magazine* ranked Lake Oroville the best bass fishing lake in California while another leading attraction is Feather Falls -- a magnificent 640-foot waterfall which is named the sixth tallest waterfall in the United States.

The Butte-Glenn Community College District hires only U.S. citizens and lawfully authorized alien workers. After employment is offered, all new employees shall submit, within three (3) days to the Department of Human Resources, required documentation establishing (a) personal identity, and (b) authorization to work in the U.S.

It is the objective of the Butte-Glenn Community College District to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

It is the policy of the Butte-Glenn Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries may be addressed to the Director for Human Resources, Jamie Cannon at (530) 895-2400.

# Butte-Glenn Community College District

## Full-Time

# GENERAL BUSINESS INSTRUCTOR



**BUTTE COLLEGE**

**Final Filing Date  
FRIDAY, MARCH 9, 2012**