



Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population for personal, professional, and global responsibility. NDC is launching an innovative MBA degree in Fall 2020. The program emphasizes leadership, ethics, communications and quantitative skills for the 21<sup>st</sup> century.

The Division of Business Administration seeks faculty members to develop courses, and to teach on campus, and or online, in the Masters of Business Administration (MBA) in the following areas:

Accounting  
Communication  
Finance  
Leadership  
Management  
Marketing  
Operations  
People (Human Resources)  
Strategy (Capstone) (Meets two 8-week back to back sessions)  
Technology (Management Information Systems)

TITLE: MBA Faculty, ADJUNCT

DEPARTMENT: Business Administration

STATUS: Part-time

CLASSIFICATION: Faculty

RESPONSIBILITIES: Design and teach courses on campus, and or online, develop course curriculum, demonstrate commitment to student success, and assess student learning outcomes.

DEADLINE TO APPLY: Monday, July 13, 2020

START DATE: August 2020

QUALIFICATIONS: Earned doctorate from a regionally accredited institution within the field of teaching specialization, or in business administration with emphasis in the specialization/discipline.

Minimum of 3 years of collegiate teaching experience using learning management systems in on campus or online environments, with relevant industry/professional experience in the field.

Outstanding written and oral communication skills

## REQUIREMENTS:

Teach eight-week online courses using the Moodle learning management platform and or eight-week on campus courses – the capstone course meets two back-to-back eight-week sessions.

Collaborate with full-time faculty and instructional design experts to develop on campus, and or online, MBA courses based on established program and course learning outcomes.

Prepare and deliver engaging on campus and or online lessons to graduate business students

Develop and moderate online classroom forums to foster critical and creative thinking

Maintain high academic standards for on campus and or online environments

Grade and evaluate students' academic work within the time frame set forth by NDC policy

Offer systematic feedback to guide student learning and success in on campus, and or online environments

Comply with College, Divisional, and Finn Center (online) policies, guidelines and expectations

Respond to students in a timely matter and reply to communication from students within 24 hours Monday – Friday/minimum

Attend discipline specific and administrative meetings for adjunct faculty

Participate in professional development to enhance teaching skills and maintain subject-matter expertise

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.

HOW TO APPLY: Please send a resume or curriculum vitae, cover letter and three professional references to: [careers@ndc.edu](mailto:careers@ndc.edu).

Candidates will be interviewed by appointment through Zoom, Microsoft 365 Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview.