

Job Description

Job Title:	Adjunct Lecturer or Adjunct Assistant Professor - Office Technology (Business)
Job ID:	16776
Location:	Hostos Community College
Full/Part Time:	Part-Time
Regular/Temporary:	Regular

FACULTY VACANCY ANNOUNCEMENT

The mission of the Office Technology Unit of the Business Department is to provide students with the technology, communications, and interpersonal skills needed for employability in the business, legal and allied health fields and to prepare students for transfer to a senior college. The Unit offers the following options which lead to an A.A.S. degree: Administrative Assistant, Medical Office Manager, and Legal Administrative Assistant. It also offers Office Assistant, Medical Office Assistant, and Legal Office Assistant certificate programs.

The Office Technology Unit at Hostos Community College seeks Adjuncts with the ability to teach courses including Keyboarding, Microsoft Office Suite, Medical Office Procedures, Electronic Health Records and Medical Billing and Coding.

QUALIFICATIONS

For Adjunct Lecturer:

Bachelor's degree in area(s) of expertise, Master's degree preferred, and the ability to teach successfully. Minimum of 2 years' teaching experience on the college level or 5 years teaching experience on the high school level.

For Adjunct Assistant Professor:

Ph.D degree in Business Education or related field. Minimum of 2 years' teaching experience on the college level or 5 years teaching experience on the high school level.

The following qualifications are preferred for both ranks:

- Familiarity with Blackboard, the learning management system at CUNY
- Certification to teach in an online environment: hybrid and asynchronous
- Availability to work evening and weekend hours

COMPENSATION

Adjunct Lecturer: \$71.59/hr - \$89.12/hr

Adjunct Assistant Professor: \$81.20/hr - \$96.38/hr

CUNY offers faculty a competitive compensation and benefits package covering health insurance, pension and retirement benefits, paid parental leave, and savings programs. We also provide mentoring and support for research, scholarship, and publication as part of our commitment to ongoing faculty professional development.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment", then "Search Job Postings."

Please attach resume, cover letter and the names of three professional references.

CLOSING DATE

Open until filled.

JOB SEARCH CATEGORY

CUNY Job Posting: Faculty

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.
