Northwest Technical College invites applications for the position of:

Accounting Instructor

**SALARY:** Depends on Qualifications

**OPENING DATE:** 08/02/18

**APPLICATION DEADLINE:** Until Filled

**APPOINTMENT DATE:** August 21st, 2018

**JOB TYPE:** Unlimited Full-Time

**RESPONSIBILITIES:**

- Teach Accounting related program/courses.
- Participates in college governance, committees and task forces.
- Teaches assigned courses in accordance with established curriculum and course outlines.
- Maintains necessary attendance, scholastic and student records, and submits records according to published guideline
- Participates in professional development, advisory board meetings, student and other educational activities in accordance with college policy.
- Contribute to a program of scholarship within the discipline, student advising, service to the College and community, and other associated faculty duties.

**QUALIFICATIONS:**

**MINIMUM QUALIFICATIONS:**

- Education Requirement
  - Master's degree in accounting or a master's degree in any field with a minimum of 16 graduate semester credits (24 graduate quarter credits) in accounting or Bachelor's degree in accounting or finance and a CPA or CMA certificate.
- Occupational Experience Requirement
  - Two full-time years (or equivalent) of verified related paid work experience in accounting.
- Recency Requirement
  - One year of this work experience shall be within the five years immediately preceding the date of application for the credential field. The recency requirement shall be waived if the individual has two years of successful full-time (or equivalent) postsecondary teaching experience in the credential field within the last five years.
- Teaching and Learning Competency Requirement
course construction (credit course)*

teaching/instructional methods (credit course)*

student outcomes assessment/evaluation (credit course)*

philosophy of community and technical college education (credit or non-credit course)**

Faculty shall have a degree in education or three years of successful full-time (or equivalent) teaching experience prior to being hired, or shall be required to complete coursework in the above content areas (or their equivalent) prior to being granted unlimited status.

* These courses shall be waived for individuals who at the time of hire have: a degree in education, or have documented evidence of successful completion of equivalent coursework in the specified teaching and learning content areas, or have three years of successful, full-time (or equivalent) secondary, postsecondary, industry, or trade apprenticeship teaching experience in the field for which they are being hired. (Procedure 3.32.1 College Faculty Credentialing, Part 5, Subpart B.2)

** This course shall be waived for individuals who, at the time of hire, have documented evidence of successful completion of equivalent coursework. (Procedure 3.32.1 College Faculty Credentialing, Part 5, Subpart B.3)

PREFERRED QUALIFICATIONS:

- Candidate has a strong working knowledge of Microsoft Office Word, Excel, Access, Outlook and all software programs
- The applicant should demonstrate a knowledge of and interest in diverse cultures and populations.

OTHER CONSIDERATIONS:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota State College Faculty. [https://docs.wixstatic.com/ugd/813050_eb1d821558424310805e6f37046927a1.pdf](https://docs.wixstatic.com/ugd/813050_eb1d821558424310805e6f37046927a1.pdf)
- In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState's vehicle use criteria and consent to a motor vehicle records check.
- NTC is a tobacco free workplace.

A Complete application will include the following attachments:

- Cover letter, which addresses the required qualifications and your specific interest in working at Northwest Technical College.
- Resume/Curriculum Vitae.
- Names and contact information for three (3) people who can provide a professional reference.
- Unofficial transcript(s) of all undergraduate and graduate coursework.

Position Related Inquiries:
Doreen Kuhrke
Northwest Technical College
doreen.kuhrke@ntcmn.edu

Applying Related Inquiries:
Luke Grundmeyer
Human Resources Specialist
luke.grundmeyer@bemidjistate.edu

UNIVERSITY/COMMUNITY:
Northwest Technical College is in Bemidji Minnesota in Northern Minnesota. The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts. Bemidji State University, a partner institution, and Northwest Technical College welcome 6,000 students annually. Northwest Tech offers hands on learning in Business, Health Care, Manufacturing, Transportation, and General Education. As a partner in Distance Minnesota, the College is engaged in innovative distance education with most its programs offered online in addition to on campus. Northwest Technical College is a member of the Minnesota State Colleges and Universities System (MnState) http://www.mnscu.edu. To learn more about the student centered environment at Northwest Technical College, visit: www.ntcmn.edu.

Northwest Technical College is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.bemidjistate.edu/offices/human_resources/

OUR OFFICE IS LOCATED AT:
Bemidji State University
1500 Birchmont Drive NE, Box 1 Deputy 350
Bemidji, MN 56601-2699
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