

Job Description

Position: Adjunct Faculty	Location: Boston, Massachusetts (online)
Reports To: Academic Program Chair	Status: Part Time, Exempt

New England College of Business and Finance (NECB)

Founded in 1909 as a banking and finance training institute, NECB has evolved into a regionally accredited bachelor and master-degree granting institution offering undergraduate and graduate degree programs in business and finance to adult learners nation-wide. Courses are offered, primarily, through NECB's proprietary online EPIC Learning Management System. NECB student population is comprised of working adults from New England and beyond. Located in the heart of Boston's Financial District, NECB is just two blocks from South Station with easy access to the Red, Green, and Orange Lines. NECB courses are delivered in an asynchronous, 100% online format using the College's proprietary EPIC Learning Management System. Undergraduate courses are eight weeks in length; graduate courses are five weeks.

Job Description:

We are seeking academically credentialed, experienced online faculty to teach a variety of courses in the following business content areas: human resources, marketing, MIS, economics, business math, finance, international business, ethics, compliance, risk management, forensic accounting, leadership and management. This is a contract position, and the compensation is based upon subject matter expertise, degree program, academic rank and credentialing.

Responsibilities include:

A sample of responsibilities for our online faculty members includes:

- Actively participating in the weekly discussion boards with students on at least 3 days each week, between Tuesday and Friday
- Sourcing credible, high-quality resources from the internet or our eLibrary to supplement original course materials (videos, podcasts, simulations, websites, etc.) and enhance the student learning experience



- Providing detailed student feedback (grading) of all assigned course activities within 72 hours of submission deadline
- Responding to student questions via the Q&A discussion board or email in a timely manner (24-36 hours maximum)
- Conducting weekly (virtual) office hours by email or by phone, as needed
- Being an available resource to students throughout the entire course
- Monitoring and submitting attendance records for all students enrolled in the course
- Participating in at least two of the four quarterly faculty-development workshops that are offered to all faculty each year

Qualifications:

- A terminal degree is generally required to teach courses at the master's level, however individuals with advanced graduate or doctoral-level course work or specialized high-level professional certifications or expertise will also be considered. (A master's degree is required to teach courses at the undergraduate level; however, a terminal degree is preferred.)
- Online teaching experience is strongly preferred; candidates with only on-ground or hybrid teaching experience may also be considered.
- Excellent written, oral and interpersonal skills
- Evidence of attention to detail, and collaborative approaches to work
- Familiarity with adult learning theory, instructional design, and technology-mediated learning is a plus

To Apply:

Interested candidates should send their resume or CV via email to jobs@NECB.edu. Please make sure to reference the job that you are interested in applying for IN THE SUBJECT LINE of your email. The position will remain open until filled by a qualified applicant.