

## Job Description

<b>Position:</b> Full-time Graduate Faculty	<b>Location:</b> Boston, Massachusetts (online)
<b>Reports To:</b> Academic Program Chair	<b>Status:</b> Full 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. NECB's 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 Learning Management System, EPIC. Undergraduate courses are eight weeks in length; graduate courses are five weeks.

### **Job Description:**

We are seeking an academically credentialed, experienced online faculty member to join the graduate programs. The full-time graduate faculty member serves as an exceptional instructor in the online environment, with a focus on teaching quantitatively-focused, business related courses in the MBA and MSF programs.

The ideal candidate should have multidisciplinary expertise to enable them to teach at least 5 of the following business courses:

- \* Finance (Investments, Managerial Finance, Financial Economics, Derivatives)
- \* Business (Managerial Economics, Managerial Accounting, Quantitative Methods, MIS)

### **Standards of Instruction for NECB Faculty**

NECB has rigorous standards for faculty in online instruction, including, but not limited to the following:

- Actively participating in both of the two 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 in a timely manner (24-36 hours maximum)
- Conducting weekly (virtual) office hours by email or by phone, as needed
- Monitoring and submitting attendance records for all students enrolled in the course

**Responsibilities:**

A sample of responsibilities for this full-time graduate faculty member includes:

- Develop and teach pedagogically rigorous graduate online courses.
- Perform advising functions for assigned graduate student cohorts
- Actively participate in department and College service activities including membership on various committees, attendance at academic meetings, etc.
- Represent the College to the community and support College activities within the community.
- Engage in scholarly activities in support of the College's mission.
- Maintain current knowledge in area(s) of teaching specialty and enhance instructional skills

**Qualifications:**

- A terminal degree (DBA, JD, PhD, etc.) in business or a closely related field, from a regionally-accredited institution is required to teach at the graduate level. Individuals with advanced doctoral-level course work (ABD) that anticipate completing a terminal degree within a short period following initial employment are also encouraged to apply.
- Online teaching experience at the collegiate level is required; graduate teaching experience is strongly preferred.
- Excellent written, oral and interpersonal skills.



- Previous SME (course development) experience is preferred.
- Evidence of attention to detail, and collaborative approaches to work.

Compensation and academic rank for this position is based upon subject matter expertise, teaching experience and credentialing.

**IMPORTANT:** *The Graduate Business Faculty member will join the academic team in Boston, Massachusetts and must be willing to spend a minimum of 3 days each week on-site.*

**To Apply:**

Interested candidates should send their CV or resume, a letter of interest and three letters of recommendation via email to [jobs@NECB.edu](mailto:jobs@NECB.edu). Please make sure to reference the phrase "GRADUATE FACULTY" in the subject line of your email.