



JOB DESCRIPTION

TITLE:	Business Administration Part-Time Faculty Member
REPORTS TO:	Program Chair
DEPARTMENT:	Academic Affairs
STATUS:	Part-Time
CLASSIFICATION:	Exempt
SALARY RANGE:	\$700 per credit hour

ABOUT VILLA MARIA COLLEGE:

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is located in Cheektowaga, New York, bordering the City of Buffalo; a metropolitan area known for its affordability, its four seasons, and for being the "City of Good Neighbors".

MISSION STATEMENT:

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

Diversity Equity, Inclusion & Belonging Statement:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

OUR CORE VALUES:

"Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need."

POSITION SUMMARY:

The ideal candidate will be responsible for teaching Business Administration courses.

ESSENTIAL RESPONSIBILITIES:

- Teach foundational undergraduate course(s) such as: ECO 220 – Personal Financial Planning
- Provide student-centered instruction in all courses;
- Provide direction and climate for effective learning;

- Design means of evaluating and improving the teaching/learning process in the classroom;
- Review and develop curricula;
- Submit attendance, grades, and required reports to appropriate offices;
- Assist the Department Chairperson in assessing the effectiveness of the program;
- Support the mission and objectives of the College.

ESSENTIAL QUALIFICATIONS:

- Master's degree in field or other closely related field.
- Preference given to candidates with teaching experience.
- Outstanding communication skills.
- Excellent managerial and classroom management skills.
- Experience working in a small, private, liberal arts institution with traditional and non-traditional students is preferred.
- Candidates with a Bachelor's degree in business or a related field will be considered if they possess substantial professional experience in personal finance or hold additional relevant professional credentials. Preference will be given to applicants with college-level teaching experience.

WORK ENVIRONMENT:

General work environment requires the employee to consistently use manual dexterity in reaching, writing, navigating around the classroom/office space. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

BENEFITS OF WORKING AT VILLA:

- Retirement plan offering generous employer match
- Health, Dental, Vision, and Life Insurance plans with spouse, domestic partner and dependent coverage available.
- Vacation and sick time package based on length of tenure
- Summer schedule hours (varies based on job duties)
- 13 paid holidays, plus a full week for Winter Break
- Tuition exchange and tuition waiver benefits
- An overall outstanding work culture with an opportunity to make a positive impact on students

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions,

*employment, or any other aspect regarding the conduct of College programs and activities.
Should you require an accommodation, according to the guidelines of the ADA, please seek the
counsel of the Director of Human Resources for assistance.*