ADJUNCT PROFESSOR, BUS 003 AND 203:
BUSINESS COMMUNICATION I AND II

Duties and Expectations:
Provide primary instruction in a required course of business communication to a section of approximately 30 students in the College of Business. Follow an established course curriculum as determined by course director but with the expectation that instructors will develop some of their own course material for their own section as necessary. Maintain course website and provide students with feedback and grades in a timely manner. Hold weekly office hours and respond promptly to University and student course-related e-mails within the span of two business days during the business week. Fulfill University obligations for all instructors as required.

Required Qualifications:
- Master’s in English, communication studies, or a related field OR a Master’s degree in business administration
- Experience (1-3 years) teaching writing, composition, and/or oral communication at the post-secondary level with evidence of successful teaching provided OR reasonable experience (3 years) writing and delivering oral presentations in a business environment with work samples provided
- Superior written and oral communication skills in English
- Ability to articulate teaching approaches that honor Lehigh University’s commitment to Diversity, Inclusion, and Equity

Desired Qualifications:
- Experience using visuals to present ideas and information and/or experience teaching visual rhetoric
- Experience with team-building and/or leadership training

To Apply:
Priority will be given to applications received before June 3rd.

Apply online at https://lehigh.co1.qualtrics.com/jfe/form/SV_0OsLsgIug8bbvF3. Please provide a cover letter, resume/CV, and names and contact information for three references. Applicants selected for an interview must submit either evidence of successful teaching (e.g. course evaluations, syllabi, assignment prompts) or business work samples demonstrating successful communication in a business environment. Applicants selected for an interview will take a 20-minute grammar and usage test at the time of the interview.

Inquiries could be addressed to Coordinator Elizabeth Gross, College of Business and Economics, eag415@lehigh.edu.
About the Business Communication Sequence:

First-year business students will immerse in a new course called BUS 003: Business Communication I to begin their trajectory to deliver professional, clear, concise, evidence-driven, persuasive communications including memos, reports, and presentations.

In their junior year, business students will build on the frameworks and skills from BUS 003 in BUS 203: Business Communication II to enhance their communications related to data, particularly oral communication. Students will learn to translate data and analysis into narratives that provide context for their messages and make persuasive recommendations in written and oral formats, just as they begin more in-depth course work in their areas of specialization.

About Lehigh:

Lehigh University is a coeducational, non-denominational, private university that offers a distinct academic environment of undergraduate and graduate students from across the globe. Lehigh presently offers majors and programs in four colleges: The College of Arts and Sciences, The College of Business and Economics, The College of Education, and The P.C. Rossin College of Engineering and Applied Science. The university serves more than 5,000 undergraduate and 1,900 graduate students. The College of Business and Economics is home to approximately 1,694 undergraduates (including two interdisciplinary programs with the Rossin College of Engineering and Applied Science), 319 graduate students, and 80 full-time faculty members. Lehigh’s College of Business and Economics’ undergraduate programs are consistently ranked among the nation’s finest, ranking 31st in Poets and Quants 2018 ratings for the best business programs for undergraduates. Located in eastern Pennsylvania, the campus is situated on more than 2,350 acres in close proximity to both New York City and Philadelphia. Lehigh Valley International Airport is 15 minutes from campus. Lehigh University is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, genetic information, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.