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:

Apply online at https://lehigh.co1.qualtrics.com/jfe/form/SV_0OsLsgJug8bbvF3. 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.