



## POSITION DESCRIPTION

### ADJUNCT FACULTY – BUSINESS DISCIPLINES

Division: Division of Business  
Classification: Faculty

Reports to: Dean, Division of Business  
Revised: May 13, 2020

---

#### RESPONSIBILITIES:

Reporting to the Dean, Division of Business, the Adjunct Professor of Business Disciplines is responsible for providing Business related courses at the undergraduate and graduate levels on Rivier University's Nashua, New Hampshire campus. Adjunct faculty members support programs and students in Business undergraduate and graduate levels through teaching and mentoring.

#### SUPERVISION RECEIVED:

Direction and general supervision is received from the Dean, Division of Business programs.

#### MINIMUM QUALIFICATIONS:

- Possess an earned terminal degree in business discipline (e.g., Accounting, Economics, Finance, Healthcare Administration, Information Technology Management, Management, Marketing Sport Management, etc.) and/or a master's degree in an appropriate field of study, with proper professional credentials;
- Demonstrate ability to work with a diverse student population;
- Possess a keen interest and enthusiasm for teaching and mentoring students, as well as the ability to work effectively with students of all levels and abilities;
- Promote a collaborative and collegial work learning environment;
- A minimum of three years of teaching experience with Learning Management System experience a plus; and
- Ability and willingness to support the Mission of the University; and to work collaboratively and collegially.

#### PREFERRED QUALIFICATIONS:

- Possess an earned terminal degree in a business discipline (e.g., Accounting, Economics, Finance, Healthcare Administration, Information Technology, Management, Marketing Sport Management, etc.); and
- A minimum of seven years of teaching experience in the traditional face-to-face, hybrid, and online learning models.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to engage in critical thinking and exercise independent judgement;

- Ability to maintain confidentiality and manage confidential information;
- Ability to collaborate with other faculty and staff and maintain collegial relations; and
- Self-starter ability and proficiency with a variety of computer applications including word-processing, or online teaching and reporting platforms, as well as online calendaring and e-mail.

**APPLICATION INSTRUCTIONS:**

Review of applications will begin immediately and continue until the position is filled. All applications will be held in the strictest confidence. Interested individuals are invited to apply.

Applicants are asked to submit a cover letter, curriculum vitae/resume, teaching philosophy, and the names of three (3) professional references to [jobs@rivier.edu](mailto:jobs@rivier.edu) or Office of Human Resources, Rivier University, 420 South Main Street, Nashua NH 03060. References will not be contacted without the candidate's prior authorization.

This position classification has been defined as exempt and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).