



## **POSITION DESCRIPTION**

### **POSITION TITLE**

Business Office Technology

### **LINE AND STAFF RELATIONSHIPS**

This position reports to the \_\_\_\_\_ at the \_\_\_\_\_ Campus.

### **TERM OF EMPLOYMENT** *(Circle One)*

9 Month    12 Months

### **FLSA STATUS and POSITION TYPE**

Exempt and Unclassified

### **GENERAL POSITION SUMMARY**

Responsible for providing instructional services in the area of Office Systems Technology

### **DUTIES & RESPONSIBILITIES**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

#### Instructional/Teaching Performance

- Utilize innovative, effective, and equitable teaching techniques
- Follow course syllabi and outlines
- Maintain time on task
- Receive favorable student evaluations of instruction
- Maintain teaching load practiced by college
- Meet deadlines related to this function

#### Instructional Development

- Develop Curriculum Guides, course syllabi and outlines, and other materials
- Prepare course offering schedule based on Curriculum Guides
- Participate in curriculum meetings
- Meet all deadlines related to this function

#### Instructional Management

- Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually

- Maintain appropriate student records, i.e., grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
- Meet all deadlines related to this function.

#### School or Classroom Management

- Practice appropriate safety precautions
- Maintain student discipline
- Meet all deadlines related to this function

#### Student Guidance/Advising Activities

- Provide career counseling and academic advising
- Maintain office hours
- Follow Curriculum Guides in scheduling to insure timely completion of a program of studies
- Serve special populations
- Make appropriate referrals to students with special needs
- Maintain appropriate number of students in class and in program
- Meet all deadlines related to this function

#### College and/or Community Services

- Participate in recruitment activities, i.e. career fairs, etc.
- Maintain program accreditation/certification or program licensure requirements

Provide service to the college that may include some of the following activities:

- ... Sponsor student organizations
- ... Serve on or chair committees
- ... Conduct or coordinate teaching consultant activities
- ... Facilitate workshops
- ... Teaching consultant activities
- ... Teach continuing education or customized industry courses
- ... Provide routine equipment maintenance
- ... Initiate and write new program proposals
- ... Serve on LTC or Campus Committees

Provide service to the community that may include:

- ...Participate in health fairs
- ...Participate in charity or community activities
- ...Participate in community organizations, i.e. Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.
- ...Meet all deadlines related to this function

#### Professional Activities, Leadership, and Service

Participate in professional development activities that may include:

- ...Complete coursework or degrees
- ...Membership in professional organizations
- ...Serve on a Board or in an Office of a professional association
- ...Present a paper or facilitate a workshop at a professional conference
- ...Participate in a Leadership Academy
- ...Serve on an external institutional or program accreditation team
- ...Participate in industry visits
- ...Exemplify Leadership role on NWLTC or LCTCS Committees, Faculty Council, etc.
- ...Meet all deadlines related to this function.

**EDUCATION AND WORK EXPERIENCE**

- A minimum of 4 years of professional experience is required
- Associate’s Degree in related field preferred
- Must possess excellent oral and written communication skills
- Must possess good interpersonal skills
- Must possess excellent organizational decision-making skills
- Demonstrated computer proficiency (word processing, spreadsheet, and database systems)
- Ability to manage multiple and competing priorities
- Ability to work independently with limited supervision
- Ability to work collaboratively, harmoniously and cooperatively with colleagues, faculty and staff

*The job description does not constitute an employment agreement between the college and employee and is subject to change by the college as the needs of the college and requirements of the job change.*

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date