

HUBBARD COLLEGE OF ADMINISTRATION OF TAMPA BAY

Job Description: General Education Instructor
Organization: Hubbard College of Administration of Tampa Bay
Office: 310 Wildwood Way | Belleair, FL 33756 | www.hcatampabay.org
(813) 923-7993 | careers@hcatampabay.org

SUMMARY OF POSITION:

Under the direction and supervision of the Dean of Instructional Degree Programs, a General Education Instructor plays a crucial role in delivering high-quality education and facilitating student learning experiences. A General Education Instructor is responsible for designing, developing and delivering courses within their area of expertise ensuring that curriculum content meets industry standards and aligns with the College's objectives. A General Education Instructor will engage with students through various online platforms, hybrid and/or face-to-face, providing guidance, support and feedback to foster their academic and professional growth.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Develops curriculum in collaboration with the Dean of Instructional Degree Programs and with approval from the Curriculum Committee.
2. Designs and develops course materials, lesson plans and learning resources tailored to the curriculum objectives, standards and target audience.
3. Delivers engaging and interactive online lectures, workshops and discussions to facilitate student understanding and retention of course concepts and engages in regular and substantive interaction with students.
4. Utilizes a variety of teaching methods, technologies and multimedia tools to enhance the learning experience.
5. Fosters a positive and inclusive learning environment conducive to student success and academic excellence.
6. Provides timely feedback on assignments, projects and assessments to guide students' progress and development.
7. Offers individualized support, mentoring and academic advising to address students' unique learning needs and challenges.
8. Develops assessment strategies, including exams, quizzes and assignments to evaluate students' comprehension and mastery of course material.
9. Measures student academic performance using published grading policies that include prompt return of accurately and consistently graded assessments. Develops a set of criteria and standards linked to outcomes utilized to assess a student's performance on assignments, assessments, or examinations including rubrics to fairly and consistently measuring student performance.
10. Analyzes student performance data to identify trends, strengths and areas for improvement adjusting instructional strategies as needed.
11. Stays abreast of current trends, research and innovations in the field of business education continuously enhancing knowledge and skills.
12. Participates in faculty meetings, workshops and professional development and growth activities to contribute to the college's academic community and foster collaboration among colleagues.
13. Participates in the self-evaluation process on a regular basis focusing on effectiveness in teaching and responsiveness to student needs.
14. Participates in the accreditation process to verify that the institution meets its mission, demonstrates successful student achievement, and operates in accordance with accreditation standards including being present or readily available during the on-site visit.
15. Assists in the program review and student learning outcomes assessment processes to enhance instructional effectiveness.
16. Addresses any issues or challenges that may arise during course delivery including resolving student complaints and concerns in a timely and effective manner, collaborating with student services to provide

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support and resources to students as needed and implementing strategies to enhance student satisfaction and success.

17. Maintains currency with the principles of distance learning pedagogy. Participates in professional development training on institutional policies, existing and emerging instructional approaches and techniques, and the use of instructional technology and academic resources ensuring state and federal regulations are abided by during the delivery of instruction.
18. Provides input into the review of the quality, adequacy, currency, and accuracy of institutional learning resources, technologies, library resources, and in-course learning resources.
19. Ensures all instructional activities are in accordance with the Hubbard College of Administration of Tampa Bay Strategic Plan and the goals and objectives of the Hubbard College of Administration of Tampa Bay.
20. Fosters cooperative working relations among College staff, faculty, administration and students and acts in accordance with College policies and procedures.
21. Provides professional assistance to the Dean, Department Chair and colleagues in areas of expertise to support the success of students.

NON-ESSENTIAL FUNCTIONS AND DUTIES:

- Participates in ongoing training.
- Other duties may be assigned, directed or requested.

KNOWLEDGE, SKILLS AND ABILITIES:

A General Education Instructor will have the following:

- A deep understanding and knowledge of the subject areas they teach;
- Knowledge of educational pedagogy including instructional methods, learning theories and best practices in online education.
- Skilled in educational technology including proficiency with learning management systems (LMS), virtual classroom platforms, multimedia tools and technologies used in online teaching.
- Clear and concise communication skills, both written and verbal, to convey complex concepts and instructions.
- Ability to adapt teaching methods and materials to accommodate diverse learning styles, preferences, and backgrounds.
- Skill in analyzing information, evaluating arguments, and synthesizing knowledge to facilitate problem-solving and decision-making.
- Ability to build rapport with students, provide constructive feedback and foster a positive learning environment.
- Capacity to manage course materials, assignments, deadlines and student interactions efficiently.
- Ability to collaborate with colleagues, administrators and instructional designers to improve course content and delivery.
- Capacity to understand and consider students' perspectives, challenges and learning needs.
- Ability to prioritize tasks, meet deadlines and balance multiple responsibilities effectively.
- Aptitude for identifying issues, developing solutions and addressing challenges that arise in the online teaching environment.
- Commitment to staying updated on industry trends, educational research and technological advancements relevant to the subject matter being taught.
- Capability to inspire and motivate students, encourage active participation and facilitate collaborative learning experiences.

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REQUIRED QUALIFICATIONS:

A Program Instructor will possess:

- The educational background needed to meet accreditation/approval, certification and departmental requirements;
- Master's degree in the assigned subject field from an accredited institution or a master's degree and 18 semester credit hours in the general education subject field earned from an accredited institution;
- A minimum of two years of teaching experience in higher education;
- Proficiency in online learning management systems (LMS), virtual classroom platforms and educational technologies;
- Strong communication, presentation and interpersonal skills, with the ability to engage diverse learners effectively;
- An understanding of the mission of the Hubbard College of Administration of Tampa Bay and the Hubbard College of Administration Management System.

DESIRED QUALIFICATIONS:

The desired qualifications for this position are:

- An earned doctorate in the assigned subject field from an accredited institution;
- Three years' teaching experience in higher education with a demonstrated commitment to student-centered teaching practices, academic integrity and continuous improvement;
- Experience with distance learning, online or alternate instructional delivery systems;
- Demonstrated commitment to academic quality and standards;
- Demonstrated support for and encouragement of student success;
- Ability to work independently and collaboratively in a dynamic, fast-paced environment.

PHYSICAL REQUIREMENTS:

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee:

- Must be able to type on a computer keyboard, using a computer mouse and computer monitor for 8 hours at a time.
- Must be able to sit at a desk for approximately 8 hours per day (with periodic breaks allowed) while using a computer.
- Must have manual dexterity to be able to use a computer, phone and camera and related equipment in an office environment.

LANGUAGE SKILLS:

Excellent written and verbal communication skills essential for conveying complex concepts clearly and effectively. Ability to articulate ideas fluently and accurately, maintaining clarity and coherence in written materials such as course lectures, assignments and emails. Ability to adapt communication style and language complexity to suit the needs and proficiency levels of diverse students, including non-native English speakers.

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MATHEMATICAL SKILLS:

Proficiency in arithmetic including addition, subtraction, multiplication, division, percentages and fractions fundamental for various tasks such as grading assignments, calculating grades and understanding basic mathematical concepts in assigned field.

REASONING ABILITY:

Critical thinking for assessing the quality and effectiveness of instructional materials, course content and assessment methods. Must be able to critically evaluate information and make evidence-based decisions to improve instructional practices. Ability to reason through various options, anticipate potential obstacles and formulate strategies to achieve desired outcomes in support of student success.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed primarily in an office environment.
 - The noise level in the work environment is usually quiet to moderate.
 - The employee must be able to work in a fast-paced team environment.
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