



Faculty Employment Opportunity

POSITION: **POSITION TITLE & DESCRIPTION:** Part-time opening(s) during the Fall and Spring semesters of the 2016-17 academic year at the rank of Instructor to teach one or more sections of the following courses: BUS 3100 – Business Technical Writing Communication (WP).

BUS 3100 is a required course for all the Business Administration majors (more than 2,000). Course explores concepts, theories, and practices of written communication for managers and professionals. Course integrates the use of language, both in conversation and writing, and includes group work and team interaction. Special emphasis will be placed on the impact of technology and the Internet on business communication and the integration of graphics in written communication.

This position may include voluntary academic advising.

MINIMUM QUALIFICATIONS: A Masters' degree in English with at least two years' teaching experience in writing or an MBA degree (or closely related discipline) from an AACSB-accredited institution plus at least two years' experience in top management. We also consider a bachelor degree in English plus at least five years' teaching experience in writing; or a bachelor degree from an AACSB-accredited institution in Business Administration (or closely related disciplines) plus at least seven years' work experience at top management level.

PREFERRED QUALIFICATIONS: Educational background or former experience in business administration preferred

HOW TO APPLY & DEADLINE: A complete application must include: an application letter, specifically addressing the position description and qualifications; and a professional résumé, including the names, addresses, and telephone numbers of three references. The review of applications will begin in late May 2016. The position will remain open until filled. Classes will begin in later part of August, 2016.

Send applications and all other correspondence concerning this position to Ms. Kara Herrick at kherrick@csustan.edu (cc: pdeng@csustan.edu), Department of Computer Information Systems, California State University at Stanislaus, One University Circle, Turlock, CA 95382, Tel: (209) 667-3018.

Application deadline: May 20, 2016 for priority consideration; applications received after this date will be considered only if courses have not been staffed from priority pool.

COMPENSATION: Commensurate with qualifications and experience. As a member of the 23-campus CSU System, we offer an extremely competitive benefits package.

ABOUT THE DEPARTMENT and THE COLLEGE: The CIS Department, one of the three departments in the AACSB-accredited College of Business Administration, offers two concentrations: Computer Information Systems and General Business in a close-knit learning environment and operates a state-of-the-art computer lab which is fully funded by the EJ Gallo Winery. The CIS Department has been enjoying long-term strong support from its stakeholders, which can be evidenced by the establishment of the EJ Gallo Winery CIS Computer Lab. Currently, the CIS Concentration curriculum is delivered by three full-time faculty members in serving a student body of about 100. The College of Business Administration also offers an MBA Program, an Executive MBA Program, and an On-line MBA Program. To learn more about us, visit our Web site at: www.csustan.edu/CIS

CAMPUS & AREA: California State University Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in retention and graduation rates. In addition, U.S. News and World Report ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its America's Best Colleges ratings. CSU Stanislaus also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education.

EQUAL EMPLOYMENT OPPORTUNITY

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. You can learn more about federal equal employment opportunity protections by accessing the Department of Labor's notices:

<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf> and

http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf.

Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at (209) 667-3159.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

MANDATED REPORTER PER CANRA

The person holding this position is considered a 'mandated reporter' under the California Child Abuse And Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

CLERY ACT DISCLOSURE

The annual Campus Security and Fire Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Stanislaus State; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and, campus fire statistics. You can obtain a copy of this report on the web at: <https://www.csustan.edu/upd/crime-statistics>.

To request a printed copy call: (209) 667-3572; Fax: (209) 667-3104; or email: Public_Safety@csustan.edu.

Information regarding Campus Security Reports at other locations can be found on the web at: <http://ope.ed.gov/security/>.

CRIMINAL BACKGROUND CLEARANCE NOTICE

The university requires a criminal background check to be completed for all of its new employees, current employees seeking promotional or transfer opportunities, and current employees assigned new duties. Necessary background investigations will be conducted, as required, depending upon the job requirements of position. These could include, but are not limited to, employment verification, education verification, reference checks, and criminal records checks via processing of fingerprints through the Department of Justice and FBI, as well as, license verification upon employment. Additionally, all applicants or employees whose responsibilities include regular or direct contact with minor children are subject to the child abuse background check. Failure to consent to any background check will disqualify an applicant from further consideration. Additionally, an applicant who fails to provide the necessary information or who provides false or misleading information may also be disqualified from further consideration. Later discovery of false or misleading information related to the background check may result in the offer of employment being withdrawn or subject the employee to disciplinary action, up to and including termination. Full disclosure of all misdemeanors and felonies should be made in connection with this application.