



SAINT MICHAEL COLLEGE
OF HINDANG LEYTE INC.

Job Opening

College of Business, Instructor

Reference No:	2018 - 008
Position:	Instructor of College of Business
Department	College of Business
Reports to:	DEAN of College of Business
Status:	Full-time
Expected Start Date:	November 5, 2018
Date Posted:	August 6, 2018
Posting End Date:	Open until filled

Job Description/Summary:

The College of Business Instructor teach courses in business administration and management such as accounting, finance, human resources, labor relations, marketing, and operation research. As such, the instructor is expected to plan, organize, and teach in a manner that encourages Christian development in harmony with the school's mission, vision, and values. Promotes and directs successful student learning in keeping with the learning – centered values and goal of the institution.

Duties and Responsibilities Overview:

- Prepare and deliver lectures to undergraduate and/or graduate students on topics such as financial accounting, principles of marketing, operations management and other business/management courses.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Initiate, facilitate, and moderate classroom discussions.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional organizations and conferences.
- Collaborate with colleagues to address teaching and research issues.
- Collaborate with members of the business community to improve programs, to develop new programs, and to provide student access to learning opportunities such as internships.
- Compile bibliographies of specialized materials for outside reading assignments.
- Supervise undergraduate and/or graduate teaching, internship, and research work.
- Conduct research in a particular field of knowledge, and publish findings in professional journals, books, and/or electronic media.
- Develop and implement strategies to promote global adaptation of courses and degree offerings
- Provide timely recommendations and decision in response to professional development and other defined needs of the college
- Establishes, maintains and promote effective communication and collaboration among faculty, students and administrators within the college and SMCHL community



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- Other related duties and responsibilities that might be assigned.

Qualifications/Requirements:

- Must be a Filipino Citizen
- A graduate of Business related program and preferably with Master's Degree in Business/Finance/Accounting/Economics or other business – related field
- Preferably with teaching experienced
- Willing to work with minimum supervision
- Strong commitment to student-centered principles
- Demonstrate highly developed analytical, oral, written, organizational and interpersonal skills
- Demonstrate strong leadership, critical thinking, decision-making and skills

Application Details:

Applicants are invited to submit the following required documents:

- Completed Application Letter
- Detailed Curriculum Vitae with a recent passport-sized photograph
- Cover letter including a statement of interest, expertise and pedagogical philosophy
- Letter of recommendation* (*optional*)
- Samples of scholarly research (*if any*)
- Names of at least three (3) references

Applications will be considered beginning August 6, 2018 and will be open until the position is filled.

Please send completed application along with the listed required documents either through:

Mail: HRDM Department
Saint Michael College of Hindang Leyte Inc.
A. Bonifacio St. Poblacion II, Hindang, Leyte
Phone: 09503736799

or

Email: careers@smchindang.edu.ph

IMPORTANT NOTE FOR INTERNAL APPLICANTS:

Any interested internal applicants must express intention in writing addressed to their immediate superior with a copy submitted to HRDM Office to be considered for the vacant position.