



The vision of Bottega University (BU) is to be a leading international online university through the delivery of exceptional competency-based degree programs using project-based assessment to demonstrate learning. BU is committed to being one of the most affordable educational experiences available to help its students graduate debt-free.

To achieve our vision, we are looking for talented college-level teachers with both professional experience and academic credentials to guide our undergraduate and graduate degree-seeking students through their 100% online learning experience at Bottega University.

Position Title: **Adjunct Faculty**

Adjunct Faculty are critical to helping Bottega University's certificate- and degree-seeking students successfully complete their programs. The University seeks professionals with advanced degrees to teach and serve as subject matter experts in its Associate's, Bachelor's, and MBA degree programs in the following areas of expertise:

General Business	Finance	Accounting	English Composition
Entrepreneurship	OD	Management	Leadership
Operations Mgt.	HRM	Economics	Marketing/E-Marketing
Risk Analysis/Insurance	Banking	Investments	Strategic Planning
International Business	PR/Adver.	Sales/Sales Mgt.	Healthcare Mgt.
Research Methods	Statistics	Healthcare Law	U.S. Constitutional Law
Human Communication	Ethics	Conflict Mgt	Business Law
Computer/Info Science	Algebra	U.S. History	Team-building
Mass Communication	Biology		

In addition to relevant academic credentials, Bottega University expects adjunct faculty to be practitioners with excellent instructional, interpersonal, and coaching skills necessary to engage students, fuel their curiosity, and motivate them to achieve their academic goals.

Key responsibilities of BU's Adjunct Faculty

1. Evaluates student projects, exams, and discussion posts
2. Ensure student projects and exams are graded in a timely fashion
3. Consistently reviews and updates online course materials each term
4. Serves as the Subject Matter Expert (SME) for their courses
5. Communicates regularly and substantively with their students
6. Reports regularly on their students' progress to aid satisfactory academic progress
7. Connects students with Bottega's Career Development Center and advisors as needed
8. Available to communicate with the University's accrediting body, DEAC.
9. Comfortable with SIS and LMS to maintain timely, accurate student records
10. Understands online course design for adult learners

Key Competencies expected of BU's Adjunct Faculty

- Academic credentials expected of a subject matter expert in their relevant field
- Experience with online education and learning in higher education
- Robust technology skills and ability to adapt to new learning technologies
- Strong student focus with an ability to work across a variety of international cultures and time zones
- Great teaching, coaching, and advising skills
- Strong interpersonal communication skills, with an ability to work effectively with a range of people seeking their college degree
- A commitment to diversity and inclusion, as reflected in the University's mission and values
- Skilled communicator comfortable using multiple channels to connect with students and Bottega's Academic team
- Articulate at writing clear feedback to students and having difficult conversations with students via t-conferences or Zoom meetings

Required Qualifications

- A master's degree is required and doctorate is preferred from an accredited institution, as recognized by the U.S. Department of Education
- Online teaching experience in high education
- An understanding of competency-based education and adult learning principles
- Tech savvy with collaborative software to work remotely across time zones
- Experience with Google's Office Suite or similar collaboration software
- Understanding of FERPA and Title IX
- Commitment to ethical promotion of the University's academic programs
- Passion for working with students from diverse and global backgrounds

Schedule

This is a part-time contract position with flexible hours. Hours depend on student load. Adjunct faculty often check their online courses for student messages in the evenings and weekends when students are often studying across a range of time zones. Adjunct faculty also put aside time for open office hours and for reviewing and updating online course materials.

Working Location: 100% Remote

Contract Pay Rate: Bottega contracts with adjunct faculty based on their actual student headcount and provides payment bi-monthly. The Academic Director can provide more information on the contract pay rate. Working as an SME on course development work is typically contracted separately.

If you are interested in an Adjunct Faculty position at Bottega University, please email the following documents to HR@Bottega.edu. Openings are dependent on expertise and enrollment.

Required Documents

- Professional Resume/CV and a Cover Letter
- References (minimum of three professional references)
- Unofficial university transcripts (Official transcripts are required after acceptance of an adjunct faculty job offer.)
- Relevant Certification(s) (Evidence required after acceptance of a job offer.)