



## VACANCY ANNOUNCEMENT

**Position Title: Faculty - Business**

**Position #: 300550**

**Position Status: Full-Time**

**Reports To: CTE Department Chair**

### **DUTIES AND RESPONSIBILITIES:**

Under the supervision of the CTE Department Chair and the Vice President of Academic Affairs, the Successful Business Faculty applicant will:

1. Teaching responsibility will be Business courses
2. Plan and develop curriculum development
3. Teach using different modalities (online, in-person, hybrid)
4. Offer student advising and outreach to communities served by Otero College
5. Participate in faculty meetings, committees, and campus activities.
6. Demonstrate competent leadership abilities; maintain positive interpersonal relationships with faculty, staff and students
7. Be creative and committed to teaching excellence and have the willingness to improve student learning by assessing student program and campus learning outcomes
8. Maintain and store all program-related documentation, including, but not limited to, Advisory Board rosters, meeting minutes, PQAP, VE-135 follow-up documentation, etc.
9. Maintain an active Advisory Board, ensuring regular engagement with industry stakeholders by organizing and leading a minimum of two advisory committee meetings annually.
10. Maintains necessary Career and Technical Education (CTE) credential, certification(s), and/or license(s) appropriate to the teaching assignment.
11. Maintain professional awareness of current trends through membership in professional organizations, attendance at meetings, conferences, seminars, workshops, enrollment in classes, and other activities to stay abreast of technological changes and maintain an active CTE credential.
12. Perform additional responsibilities consistent with the mission of the College
13. Perform other duties as assigned by the CTE Department Chair and/or the Vice President of Academic Affairs

*See human resources for full job description*

### **MINIMUM QUALIFICATIONS:**

- One year (2,000 hours) of full-time relevant work experience in industry
- Bachelor's degree with one of the following three criteria:
  - Intent to complete a master's degree, within the content areas, within 3 years

- Professional experience in the discipline (employment, etc) equivalent to 2 or more years beyond bachelor's level which includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.
- Two or more of the following:
  - Minimum of 9 graduate credit hours in the course discipline, content area, or prefix
  - Teaching experience at the college level in the course discipline, content area, or prefix AND documentation of related experience (i.e. Publications, mentorship, presentations, etc).
  - Discipline-specific certifications or credentials at the post-secondary level. Specialized advanced experience relevant to course discipline. Evidence of specialized credentials can include significant invited performances (e.g. gallery shows; guest conductor or performer experiences.)

#### **PREFERRED QUALIFICATIONS:**

- One year (2,000 hours) of full-time relevant work experience in industry **AND**
- Master's degree within any discipline and a minimum of 18 graduate credit hours in the course discipline, content area, or prefix **OR**
- Master's degree or higher in the course discipline, content area, or prefix
- Demonstrate instructional quality; e.g., coursework or training in teaching methods and assessment of student learning
- Be creative and committed to teaching excellence by demonstrating an ability to improve all students' learning by assessing students, programs and campus outcomes and adjusting based on the data.
- Experience with educational technology such as using a learning management system, telepresence, hybrid classes and a willingness to continue to learn and incorporate educational technology.
- Excellent written and oral communication skills.
- Ability to work cooperatively and effectively with diverse populations including experience working with adult and non-traditional learners.
- Willingness to teach a varied schedule including evenings, weekends and summer.
- Have effective interpersonal skills, including the ability to collaborate successfully with faculty, students and administration.
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

#### **SALARY:**

\$45,168-\$48,212 with an excellent and competitive benefit package including retirement, health, vision, dental and life insurance. Paid sick and personal leave. [Benefit Information](#)  
166 Day Contract – 9-month renewable academic year position

#### **APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.

4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

Open Until Filled – 1<sup>st</sup> review of applications begins October 29, 2024

**POSITION START DATE:**

January 16, 2025

**Submit Application Packet To:**

Otero College  
Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050  
FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

***Applicants must submit to and pass a background check before an offer of employment can be extended.***

***\*\*Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.\*\****

***\*\*Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. \*\****

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also know as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at

719-384-6824, [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu) , or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

***The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.***

***Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet***

**Qualified protected class individuals are encouraged to apply**

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

#### **ABOUT OTERO COLLEGE:**

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture

Horticulture  
Emergency Medical Technician  
EMT Intermediate  
Community Health Worker  
Law Enforcement Training Academy  
Livestock Production  
Agriculture Production Management  
Artificial Insemination  
Nurse Aide  
Practical Nursing  
Phlebotomy  
Oxyacetylene  
Welding Fundamentals I  
Welding Fundamentals II  
Welding Production  
Advanced Welding Pipe  
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at [www.otero.edu](http://www.otero.edu).

**OTERO MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.