



2 Boylston Street, 2nd Floor, Boston, MA 02116 | 617-449-7070 | www.urbancollege.edu

Adjunct Faculty: Management Certificate Program

General Description

Urban College of Boston (UCB) is inviting applications from qualified subject-matter experts and adjunct instructors to develop and teach online (asynchronous and remote via Teams) and occasional in-person courses in UCB's Management Certificate program. Courses may include introductory core courses in areas relevant to businesses and industry, including Introduction to Management, Supervisory Management, Accounting, and Project Management.

Required Qualifications:

- A master's degree in a related discipline such as Business Administration or Management with at least three (3) years of full-time experience in a relevant professional or academic setting.
- Demonstrated experience in using industry-standard tools and platforms (e.g., Microsoft Office, Microsoft Project or equivalent project management software, accounting and/or ERP systems) to teach appropriate core and elective courses in the program.

Preferred Qualifications:

- Experience using an LMS, such as Brightspace.
- Proven ability to work with a diverse community of faculty, staff, and students.
- Excellent organizational skills.
- Excellent oral and written communication skills.
- Bilingual proficiency (e.g., Spanish, Portuguese, Mandarin, Haitian Creole).
- Teaching and/or mentoring experience is highly desired.

Responsibilities:

- Work in collaboration with the Academic Affairs team to prepare syllabi and develop curricula in alignment with the college's vision and needs.
- Complete all required trainings by prescribed deadlines including Learning Management System (Brightspace) and Microsoft Teams trainings.
- Adapt the assigned courses to online and/or online formats as needed and following the standards established by UCB.
- Maintain excellent communication with students, department, and division staff throughout the semester.
- Meet students regularly at the posted class times, fulfil contractual requirements, and teach assigned courses using methods that promote student learning.
- Submit course syllabi, midterm and final grade reports, weekly attendance records, early alerts, and other reports pertaining to assigned courses by required due dates.

- Develop effective assessments regularly to measure student learning.
- Provide meaningful and timely feedback to students.
- Participate in selected academic program-specific initiatives (e.g., advisory board meetings, assessment of student learning, program reviews, and academic program self-study processes) as directed by the Vice President for Academic Affairs or their designee.
- Engage in professional development activities to maintain excellence in teaching and learning; and
- Carry out other related duties as assigned by the Vice President of Academic Affairs or their designee.

Salary

The starting salary is \$3,100 per course. Course development fees are paid separately at a standard flat rate subject to successful execution of a course development contract.

To Apply

Interested applicants should submit a: 1) cover letter and 2) resume. Applicants should use their cover to address how they meet the position requirements and their interest in teaching at UCB. Applicants should also consult the College Catalog for a current list of course offerings and indicate which courses are in their area of expertise. The cover letter may be addressed to the Search Committee, UCB's Management Certificate program. Please submit your application materials to hr@urbancollege.edu.

About Urban College of Boston

A private, non-profit college accredited by the New England Commission of Higher Education (NECHE), Urban College of Boston (UCB) opens new pathways to opportunity through individualized, supportive, and multilingual education that prepares a diverse community of learners to pursue career advancement and transform their lives.

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UCB grants Associate of Arts degrees in Early Childhood Education, General Studies, and Human Services Administration, and offers seven certificates. UCB enrolls over 1,000 students annually, many of whom attend college part-time, while working full-time and raising a family. Classes are offered in online asynchronous, online hybrid, and in-person formats. UCB offers classes in English, Spanish, Mandarin, Portuguese, and Haitian Creole.

Chartered in 1993, UCB has long served an ethnically- and racially- diverse student body; of the over 1,100 students enrolled during the 2021-2022 academic year, 67% identified as Hispanic or Latinx, 10% as Black or African American, 11% as Asian, 4% as white, 2% as another race or ethnicity, and 6% did not indicate their ethnicity. During the same period, 93% of students were women and the average age was 38.

Urban College of Boston is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. If you require alternative methods of application or screening, please contact us directly at hr@urbancollege.edu.