



**POSITION TITLE:** Adjunct Business Instructor

**POSITION #:** TBD

**POSITION STATUS:** Part-time

**FLSA STATUS:** Exempt

**REPORTS TO:** Department Chair

**SUPERVISES:** work-study

**CAMPUS:** Trinidad and Alamosa

**POSITION SUMMARY:**

The Trinidad State College seeks a highly motivated, dynamic individual to teach in a successful business program. This is a part-time adjunct position beginning Fall semester 2021.

**DUTIES AND RESPONSIBILITIES:**

- Teach 6-12 credit hours per semester in accounting/business courses
- Actively support students through advisement, mentoring, and student work-study related activities both on campus and off campus
- Actively contribute to campus, program functions and services, including recruitment, committees, assessment, curriculum development, and continuous improvement activities for the business program
- Pursue and maintain partnership activities related to the business industry including the establishment and maintenance of articulation agreements with other academic institutions
- Perform other related duties, as assigned

**REQUIRED QUALIFICATIONS:**

- Master's Degree in Accounting, Business, or related field
- Experience teaching undergraduate, introductory courses in accounting, logistics, and/or business

**PREFERRED QUALIFICATIONS:**

- 5+ years of nonteaching experience in business industry – specifically in the areas of accounting, organizational management, or logistics
- Experience teaching at a community college
- Colorado secondary or postsecondary CTE credential in Business
- Familiarity with state and national professional associations in business
- Experience with instructional technology (Internet, instructional software, D2L, etc.)
- Ability to teach in traditional and non-traditional formats and settings (i.e., off-campus, weekends, accelerated, online)
- Familiarity with both private and public sectors of business industries

**NECESSARY SPECIAL REQUIREMENTS:**

- The successful candidate must submit to and successfully complete a post-offer, pre-employment background check.

**SALARY:**

Based on number of classes per semester.

**Application Instructions**

*For consideration, an applicant must submit the following:*

- A letter addressing the professional qualifications listed in the position description
- A current resume or a current curriculum vitae
- Unofficial Transcripts (of highest education attained)
- The names and telephone numbers of at least three (3) references from persons in a position to evaluate the applicant's expertise as it relates to the position requirements

**IMPORTANT NOTE: Travel and/or relocation expenses are the responsibility of the candidate and are not reimbursed by the College.**

**CLOSING DATE:**

To ensure consideration, materials must be received in Human Resources by **Friday, June 25, 2021**. Application screening will begin immediately and only the most qualified candidates will receive further consideration. This position will remain open until filled.

**SUBMIT ABOVE APPLICATION MATERIALS TO**

TSC Search Committee: Adjunct Business Instructor  
ATTN: Yvette Atencio, Director of Human Resources  
600 Prospect Street, Campus Box 181  
Trinidad, CO 81082  
(719) 846-5538  
Email: [Yvette.Atencio@trinidadstate.edu](mailto:Yvette.Atencio@trinidadstate.edu)  
Fax: (719) 846-5067 (direct fax, does not require cover sheet)

**Inquiries**

Yvette Atencio, Human Resources Director – (800) 621-8752, ext. 5538 or 719-846-5538  
Jack Wiley, Dean of Instruction – (800) 621-8752, ext. 7064 or 719-589-7064

**Notice of Non-Discrimination**

Trinidad State 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 Policies 3-120 or 4-120. Individuals affiliated with the College shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as “civil rights laws”), including protections 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.

The Board recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the workforce. The Board also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5538. 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.

**Notice to All Applicants**

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 on your application/within your application materials. All materials submitted become the property of Trinidad State College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

**ABOUT TRINIDAD STATE COLLEGE**

Trinidad State College is designated as Hispanic Serving Institute (HSI), and is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College’s Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

For information regarding Trinidad State College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State College Campus Security website at <https://trinidadstate.edu/security/index.html>. For a hard copy report, please contact 719-846-5618

### **About Trinidad, Colorado**

A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pinon-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Trinidad's nine-hole golf course is one of the best in the state. Trinidad Lake State Park, Bear, Blue, Monument and North lakes all offer outstanding fishing, boating, camping, hiking and outdoor recreation opportunities. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate.

### **About Alamosa, Colorado**

The Trinidad State College Valley Campus is located in the San Luis Valley, which consists of six counties. Located in a broad, mostly flat valley, as much as 100 miles long and 75 miles wide, with an elevation of 7,500 feet at the Valley floor, the region is rimmed by high mountains to the north, east, and west, with elevations up to 14,345 feet. The Rio Grande River rises in the western part of the region and flows south into New Mexico. The region has an area of 8,180 square miles and a population of approximately forty thousand people.

Highway transportation in the Valley includes U.S. Highway 285, traversing the Valley from north to south, and U.S. Highway 160, which connects the Valley with Interstate 25 to the east. Rail service to many communities in the region is provided by the Denver and Rio Grande Western Railroad. Alamosa is served by a commercial airline with daily flights to Denver and New Mexico cities.

Scenic and recreational attractions are another major resource of the San Luis Valley including the Great Sand Dunes National Monument; Wolf Creek Ski Area; Rio Grande and Gunnison National Forests; San Luis, the oldest city in Colorado; Conejos, with the oldest church; the old mining town of Creede; and the Narrow-Gauge Railroad, which runs between Antonito, Colorado and Chama, New Mexico over spectacular Cumbres Pass. Surrounding the Valley are the San Juan and Sangre de Cristo mountain ranges, with nine peaks rising above 14,000 feet.

### **TSC MISSION STATEMENT**

*Enriching our diverse communities by providing quality educational experiences and promoting lifelong learning.*