



Faculty Position Announcement

Position Title: Adjunct Instructor in Business – Financial Accounting/ ACC 200 or Managerial Accounting ACC 250 or other Accounting Courses
Reports To: Chair of Business Department
Reports From: Chair of Business Department
Location: Kabul, Afghanistan
No. of position: 1
Vacancy #: AF-Int-35-2020
Position Announcement close date: August 20, 2020

Overview

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit, nationally-accredited university offering an American-style liberal arts education. We are a dynamic university with a student population of over 1,000 students.

The Department is seeking qualified candidates to fill the position **Adjunct Instructor in Business – Financial Accounting/ ACC 200 or Managerial Accounting ACC 250 or other Accounting Courses**. A review of applications will begin immediately and will continue until the position is filled. The job is located in Kabul, Afghanistan.

Position Summary

This regular faculty appointment is a part-time, non-tenure-track faculty position. Teaching responsibilities include a one or two courses teaching load consisting of both introductory and upper-level pre-undergraduate and undergraduate courses, with the potential to optionally teach graduate classes in our various Master's programs. In addition to teaching duties, AUAF faculty will be evaluated on course delivery and content submission and use of the Learning Management System - Canvas.

Duties and Responsibilities

Faculty fulfill the roles and responsibilities described in the Faculty Handbook and university policies and procedures that detail specific faculty, primarily Adjunct Faculty duties.

With the exception of holidays, university closures, weekends, and other breaks, faculty are expected to be working on campus in Afghanistan during their contract period, including pre- and post-semester faculty workshops and advising. The contractual period extends from one week before the start of the first semester to one day after the end of the semester.

Teaching and Mentoring

- Teach 1-2 undergraduate courses in Business/ Accounting for Decisions or Financial Accounting, mostly at introductory, but also advanced levels.
- This course will include teaching online using the Canvas Learning Management System.
- Teach assigned Undergraduate or Graduate courses per term, evaluating student work and assessing student learning outcomes.
- Hold regular office hours and work with individual students, acting as academic mentor.
- Remain engaged and current in the academic profession and in their disciplines.

Scholarship

- Remain scholarly active, contributing scholarship that goes beyond professional engagement to include the creation of intellectual products that are available to internal and/or external audiences.

University service

- Contribute to the overall well-being and development of the university.
- Service to the university includes both internal activities and external outreach on the behalf of the institution.

Service can take many forms, including fostering collegiality, participating in the life of the university, assisting in curriculum review, participating actively in committee work, developing the capacity of external

stakeholders on the behalf of AUAF, consulting and grant-writing for the university and service to the external community.

Qualifications/Skills:

- Master's degree in accounting from an accredited university required;
- Industry certifications are considered a plus, such as CPA.
- Practical industry experience is preferred, in addition to academic requirements.
- Significant teaching experience in western higher education and evidence of excellence in university teaching.
- Experience in online teaching is required.
- Excellent oral and written English skills

To Apply

To apply, please send as a single PDF document: a cover letter, curriculum vitae (CV), statement of teaching purpose, and contact information for three references to jobs@auaf.edu.af Review of applications will begin immediately and will continue until the position is filled. Please, include **AF-Int-35-2020- Adjunct Instructor in Business – Financial Accounting/ ACC 200 or Managerial Accounting ACC 250 or other Accounting Courses** in the subject line of the email, otherwise, the application will not be considered. Applications in languages other than English will not be reviewed. Please be advised that only shortlisted candidates will be contacted. A written test or example of work may be used as a form of screening.

If hired, the successful applicant is expected to provide official proof of academic degrees (transcripts sent from the degree-granting school directly to AUAF).

AUAF does not charge recruitment fees to applicants.

AUAF is an equal opportunity employer that values diversity at all levels. AUAF follows a strict non-discriminatory policy in its selection and employment practices. All applicants will receive equal consideration and applicants from all ethnic, religious and economic backgrounds are encouraged to apply.

AUAF strives to ensure that all employees work in safe environments, but safety and security are to a great degree contingent on various factors within Afghanistan that are outside of AUAF's control. Applicants should carefully consider and evaluate their safety and security in Afghanistan.