



Faculty Position Announcement

Position Title: Adjunct Instructor of Accounting, Management or Marketing Business
Reports To: Chair of Business Department
Reports From: Chair of Business Department
Location: Kabul, Afghanistan
No. of position: 1
Vacancy #: AF-N-24-2020
Position Announcement close date: Open until filled

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 of Accounting, Management or Marketing Business**. A review of applications will begin immediately and will continue until the position is filled.

Position Summary

This adjunct faculty appointment is a part-time, one to two semester, non-tenure-track faculty position.

Teaching responsibilities include a one to two teaching load consisting undergraduate and MBA courses, depending on need, in the field of accounting (financial and managerial accounting), general management or marketing courses, as needed.

General Objective

The Business Adjunct Professor is responsible for providing excellent academic business instruction, guiding and assisting students and assigning sufficient homework, problem solving activities and testing. Providing quality classroom seminars in various English and related materials as a professional, facilitating student learning and understanding in accordance with the philosophy and mission of AUAF.

Key outcomes include:

- Support the mission of AUAF
- International quality teaching and learning
- Scholarship that benefits students learning through application of student-centric model
- Attain educational excellence through “professional behavior,” and “service attitude.”

Duties and Responsibilities

- Business instruction for the students, assess students' progress by grading papers, tests, and other work/assignments.
- Experienced educators who serve multiple roles in support of Business instruction and support the core curriculum and degree programs, particularly the Business program.
- Develop an instructional plan for the course(s) and ensure that it meets University department standards.
- Coaches who communicate regularly with students, help alleviate writing anxiety in students, and improve students' knowledge and career skills.
- Assessors who:
 - maintain ongoing conversation with university and other faculty regarding students' performance and a weekly basis;
 - evaluate student's performance daily; and
 - document students' achievement of program requirements.
- Advocates who provide support and facilitate conversation as needed for the students within the Business program.

- Adjunct faculty attend department meetings with other Business Faculty and staff to assess progress of the program and the students. These meetings are designed to provide opportunities to build community among faculty, instructors, mentors, administrators, and tutors and to provide updated in-services designed to inform and support the Business Program so that it will be successful at students in meeting degree requirements.
- Participates and represents the Business Program in University-wide meetings, committees, training and events as required.
- Performs other related duties as assigned.

Qualifications Requirements

- At least a master's degree in Business, education, or similar field with additional courses in legal writing and/or legal brief.
- Three years of experience in higher education teaching
- An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.
- Successful experience in administration in an academic environment
- Knowledge of and ability to follow University policies and procedures
- Requires a high level of confidentiality
- This position is located in Kabul, Afghanistan

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-N-24-2020- Adjunct Instructor of Accounting, Management or Marketing Business** 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.