

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Adjunct Faculty Position in Financial Accounting

### POSITION OVERVIEW

This document describes duties that the Academy expects of adjunct faculty members. Adjunct faculty are non-permanent, temporary faculty who are hired on a semester by semester basis.

This current opening is expected to teach two, 3-credit hour sections for a total of # 6 credit hours in the Spring 2018 semester.

### COURSE DESCRIPTION:

#### MA111-Financial Accounting

**An introduction to the preparation, use, and analysis of the four basic financial statements with an emphasis placed on the study of various financial transactions.**

### Course Outcomes:

#### Students will:

1. **Understand the basic definitions and jargon used in accounting. Understand the role of accounting and the use of financial statements.**
2. **Appreciate how accounting and accounting systems affect business operations and behavior at all levels, including ethical business behavior.**
3. **Apply the concepts of accrual basis accounting including depreciation, revenue recognition and expense matching.**
4. **Develop an understanding of accounting transactions and account analysis.**
5. **Develop the skills necessary to read published financial reports of a corporation and to understand internal company accounting reports.**

### TEACHING

Teaching responsibilities include time spent in the classroom, and in immediate preparation for class; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring with students on course materials; reviewing written examinations and papers; evaluating presentations; and assigning grades according to existing Academy policy.

### OTHER ASPECTS OF FACULTY PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

### DUTIES

- Teach at undergraduate in areas allocated by the Dean of the Loeb-Sullivan School from time to time by the same.
- Contribute to the development, planning and implementation of a high quality curriculum.
- Assist in the development of learning materials, by preparing syllabus and lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Participate in the development, administration and marking of exams and other assessments.
- Provide advice and support to students.

- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- Maintain an awareness and enforce fire and health and safety regulations applicable to the teaching location.

### **ESSENTIAL SKILLS**

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduate students.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Ability to work collaboratively.
- Commitment to high quality teaching and fostering a positive learning environment for students
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds
- Excellent interpersonal, organizational and communication skills are essential
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Demonstrated integrity and ability to maintain confidentiality

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Accounting, Finance, or Economics required; Master's or MBA degree preferred; Licensed CPA is also highly desirable.
- 5 or more years of demonstrated record of achievement in public or corporate accounting or finance; teaching at the collegiate level is desirable.
- Preference will be given to the candidate able to teach both courses.
- Membership in relevant professional organization(s).

### **SPECIAL CONDITIONS**

- Background check is required
- Must present original copies of transcripts
- Tobacco-free campus