Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, has an immediate opening for Adjunct Professors in both accelerated (7 week) and traditional (15 week) delivery options in class, at the Bryn Mawr, PA main campus and several locations in Reading, PA; Coatesville, PA, Philadelphia, PA. Specific courses of specialization include Financial Accounting, Cost Accounting, and Managerial Accounting. Additional courses available include: Introduction to Business, Finance, Business Law, Economics and Marketing.

**Responsibilities:**

Under the direction of the Business Program Director:

- Adequately prepare all course materials and lessons
- Provide each student with clear course expectations, evaluations and timelines through carefully written topical outlines and approved, standardized syllabus including office and classroom schedules
- Provide engaging and relevant assignments for students that demonstrate learning outcomes in a real-life setting
- Suitably challenge, engage, serve and communicate with students to encourage their participation and learning while maintaining mutual value and respect
- Complete grade books, final grade sheets, learning assessments and final exam assessments on a timely basis
- Respond to student questions on a timely basis
- Identify and refer at-risk students to specific academic support services
- Ensure course and program learning outcomes are delivered as defined by the syllabus
- Work with program director on retention activities
- Attend regularly scheduled in-services and discipline specific professional development activities
- Responsible to maintain credentials as required by accrediting councils/agencies and regulatory bodies

**Qualifications/Skills:**

- Master's degree or equivalent in the appropriate field from an accredited college or university
- Current industrial, corporate or new venture experience in the field of instructional interest
- College teaching experience, preferred
- Evidence of high quality instruction
- The ability to work effectively with diverse groups
• Excellent interpersonal and oral and written communication skills
• Ability to work effectively with students, faculty and diverse populations

**Required Documents:**
- Current Resume
- Cover Letter – listing which locations and courses are requested

**ABOUT HARCUM COLLEGE**

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum College prepares students for meaningful and practical careers in business disciplines. Being a premiere post-secondary two-year college we are committed to providing students with the tools, techniques and education to be successful in an exciting and dynamic business world or achieve success through additional education. We are seeking experienced, compassionate subject matter experts who desire to make a difference in students’ lives. You will be working with like-minded and experienced colleagues at Harcum College – “The College of Possibilities” who will support your efforts to prepare students to meet or exceed the standards of their chosen professions.

Please send cover letter and resume including work history to:

Businessprograms@harcum.edu