

**POSITION NOTICE  
BIG SPRING SITE**

**POSITION:** PROGRAM CHAIR BUSINESS INSTRUCTOR #570

**NOTE:** OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

**EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED:** Master's degree with 18 hours in English required. Additional education recognized. Three (3) years related experience preferred. Prefer additional graduate hours in another program area. Must possess leadership and organizational skills, computer proficiency, and effective communication skills (written and verbal).

**DESCRIPTION OF JOB DUTIES:** Deliver instruction in transfer-level Business courses. Develop and maintain partnerships with business and industry to support program growth. Promote the program, recruit prospective students, and provide academic advising. Conduct ongoing program evaluation, implement improvement strategies, and maintain advisory committee reports and documentation. For a complete list of job duties please refer to the job description available from Human Resources.

**SALARY RANGE:** Per faculty salary schedule (10-month position)

**POSITION AVAILABLE:** August 1, 2026

**TO APPLY:** Complete an online application at: <https://howardcollege.edu/careers/>

**POSTED:** April 30, 2026

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.