



## SINTE GLESKA UNIVERSITY POSITION DESCRIPTION

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**POSITION:** Faculty, Hospitality Management

**SUPERVISOR:** Department Chairperson/IOT Director

**DEPARTMENT:**

Sinte Gleska University Institute of Technologies

**Classification:** Full – Time Faculty

**Contract:** 12 mo. / salary

**JOB SUMMARY:** Faculty member will teach Food Service Management and Hospitality Management curriculum

**DUTIES & RESPONSIBILITIES:**

1. Faculty will teach Food Service Management and Hospitality Management curriculum at minimum of 30 credits per contract year.
2. Serve on and contribute to campus-wide committees.
3. Support the mission of the University, and the mission of the Institute of Technologies Department.
4. Provide office hours according to department requirements.
5. Follow the policies and procedures of the University.
6. Participate in the development, evaluation and revision of the curriculum in collaboration with Program Director.
7. Develop, update and maintain syllabi based upon the approved curriculum.
8. Conduct on-going assessment of student progress.
9. Advise students in the Hospitality Management Program.

**QUALIFICATIONS:**

Candidate must possess a Bachelor of Arts Degree in Business Management or Hospitality.

Certification in Food Service (ServSafe Trainer/Instructor ) a plus-OR Must be willing to work towards certifying as a ServSafe Trainer/Instructor.

Knowledge in curriculum development.

- **Salary dependent upon experience and education in related field**