

Masters of Business Administration Instructor

Position Title:	Masters of Business Administration Instructor (grant funded)
Contract Term:	9-month academic year
Accountable To:	V.P. of Academic Affairs
Salary:	\$68,011 (minimum)

Summary of Position: The Masters of Business Administration Instructor (MBA) provides high-quality instruction in business, management, and leadership courses aligned with an MBA curriculum. This full-time instructor position is responsible for teaching a minimum of 12 to 15/16 credits per semester, curriculum development, assessment, advising, recruitment, retention, service, scholarship, and full course management in Canvas. Instruction prepares students for leadership roles in business, public service, entrepreneurship, and organizational management through applied learning, case studies, simulations, and project-based instruction.

In addition to instructional responsibilities, this position supports program development, educator preparation standards, and continuous improvement aligned with state licensure requirements and workforce needs.

The instructor fosters a learner-centered, respectful, and culturally relevant learning environment that supports Turtle Mountain College's mission and integrates the culture and values of the Turtle Mountain Band of Chippewa. This position supports workforce-aligned education through strong industry, government, nonprofit, and community partnerships.

Key Responsibilities

Instruction, Curriculum, & Student Learning

- Teach graduate and upper division level courses in business administration, management, leadership, finance, marketing, entrepreneurship, operations or related areas aligned with MBA curriculum.
- Prepare and maintain syllabi, instructional materials, assessments, and accurate academic records using Canvas.
- Deliver instruction using applied, experiential, and performance-based teaching methods, including case studies, simulations team-based projects and real-world problem solving.
- Apply effective teaching strategies responsive to adult learners, culture, language, and community context consistent with tribal higher education principles.
- Coordinate and assess courses and program components to ensure instructional quality, compliance, and continuous improvement.
- Evaluate instructional resources and technologies and recommend updates based on effectiveness, relevance, and cost-efficiency.
- Assist in the development of new courses, certificates, credentials, or program offerings aligned with workforce demand, economic development priorities, and community needs.
- Integrate ethical leadership, Indigenous perspectives, and culturally relevant business practices into instruction.
- Provide timely feedback, academic support, and intervention to support learning, retention, and successful program completion.

Advising, Recruitment, & Retention

- Provide academic and career advising from student entry through program completion and licensure.

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- Post and maintain regular office hours in accordance with institutional policy.
- Assist students with academic planning, course sequencing, degree completion strategies and career advancement goals.
- Monitor and analyze student progress data to implement proactive retention and student success strategies.
- Refer students to appropriate campus and community support services.
- Participate in recruitment activities, including outreach events, school visits, performances, and community engagement.
- Support student placement, licensure preparation, and employment in collaboration with education partners and placement offices.

Assessment & Student Learning Outcomes

- Develop, assess, and report student learning outcomes, including Indigenous Learning Outcomes (ILOs) and General Education Outcomes (GELOs).
- Evaluate student performance using multiple assessment methods such as lesson plans, performances, portfolios, observations, and reflective practice.
- Use assessment results to improve instruction, curriculum design, program effectiveness, and student support services.

Program, Service, & Institutional Responsibilities

- Establish and maintain partnerships with businesses, tribal enterprises, nonprofit organizations and public agencies to support experiential learning, internship and workforce pipelines.
- Participate in strategic planning, budgeting input, enrollment management and operational decision-making related to business programs.
- Organize, participate in and document advisory board meetings in accordance with accreditation and institutional requirements.
- Participate in program assessment, accreditation, licensure alignment, recruitment, retention, and continuous improvement initiatives.
- Support and advise student organizations and activities related to business, entrepreneurship and leadership.
- Engage in civic engagement, economic development and community-based education initiatives.
- Participate in college events, committees, self-studies, and faculty governance.
- Maintain current knowledge of business practices, leadership trends, accreditation standards and workforce development priorities.
- Perform other duties as assigned.

Scholarship & Professional Development

- Engage in ongoing professional development to remain current in business administration, leadership and higher education pedagogy.
- Contribute through curriculum innovation, performances, presentations, conferences, grant development, or scholarly and professional publications, as appropriate.
- Participate in professional organizations and faculty development initiatives.
- Serve as a mentor, adjudicator, clinician, or contributor to professional or scholarly work, as appropriate.

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Minimum Qualifications:

- Doctorate degree in Business or a related field with 18 graduate credits in business.
- Ability to teach adult learners in face-to-face, hybrid, and/or online learning environments.
- Professional experience in business, management, leadership, entrepreneurship, finance, marketing, operations, or a related field.
- Strong communication, leadership, organizational, and interpersonal skills with a commitment to student success.
- Ability to analyze data, manage multiple priorities, and contribute to program planning and continuous improvement.
- Ability to collaborate effectively with colleagues, workforce partners, and community stakeholders.
- Ability to work flexible hours and participate in off-campus or community-based activities as needed.

Preferred Qualifications:

- Experience in program coordination, strategic planning, budgeting, or workforce development.
- Experience teaching in higher education, tribal colleges, or community colleges.
- Familiarity with accreditation processes and data-informed assessment practices.