



Job Description

Division/Department	Career and Technical Education / Business Technologies
Job Title	Office Administration/Operations Management Faculty
Reports to	Department Chair of Business Technologies/Dean of CTE

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time Permanent <input type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time Temporary	
Revision Date	3.1.2026	

INTRODUCTION TO MTCC

Location

MTCC is located in Marion, N.C., a small, pleasant town at the edge of the Blue Ridge Mountains with the tagline, "Where Main Street Meets the Mountains." Just off Interstate 40, Marion is located approximately 35 miles east of Asheville in McDowell County.

The College

Our Vision at MTCC is to *learn and grow* while focusing on individuals, our community, and our institution. In our recently-launched Vision 2025 Plan, we established a new set of College Value statements that guide our employees' work:

- We are **Caring** and **Supportive** of all.
- We are **Reliable** and **Available** when needed.
- We are **Sincere** in our Commitment.
- We are **Amazing**.

Institutional Goals—All employees play a role in our collective work to make measurable progress by the end of 2025 towards each goal.

- Goal 1: Access—We will expand learning opportunities and remove barriers to enrollment.
- Goal 2: Retention and Progression—We will enhance student support with holistic, wrap-around student services and decrease barriers to persistence.
- Goal 3: Quality—We will improve quality through intentional partnerships and finding equitable solutions to enhance the learning environment.
- Goal 4: Success-- We will increase opportunities for student success and transitions to further education or employment.

Division/Department

Career and Technical Education / Business Technologies

General Responsibilities

Under the supervision of the Department Chair of Business Technologies and the Dean of Career and Technical Education and in accordance with the overall plan of the College, the position will help provide effective learning conditions for all students through the design, planning, organization, execution, and evaluation of student performance in assigned areas, curriculum courses, classes or programs.

SPECIFIC RESPONSIBILITIES

1. Instruct scheduled courses in Office Administration/Operations Management and related subjects in accordance with the Program of Study and the description published in the MTCC Catalog and the North Carolina Community College System Common Course Library.
2. Teach assigned course loads in compliance with the faculty workload policy for adult learners, workforce development, and dual enrollment programs, including day, evening, and weekend schedules as necessary.
3. Schedule and post regular office hours to provide accessibility and academic support to students.
4. Mentor part-time instructors to ensure quality instruction; support the development of course outlines, assessments, and completion of required forms, grades, and attendance reports, as needed.
5. Serve as an academic advisor and counselor for designated students, including assistance with registration and academic planning.
6. Participate in planning, implementing, and evaluating policies related to admission, progression, and retention to support students in meeting graduation requirements.
7. Collaborate with the Dean of Career and Technical Education and/or the Department Chair in developing, implementing, and evaluating curriculum, instructional materials, and program outcomes.
8. Develop and maintain personal contacts with business and industry partners to ensure program relevance and alignment with workforce needs.
9. Complete and submit required documentation in a timely and accurate manner, including office hours, syllabi, attendance rosters, grade sheets, drop/add forms, independent study forms, course substitutions, credit-by-exam forms, surveys, and other required reports.
10. Assist the Dean and/or Department Chair in maintaining current, accurate, and secure student records in compliance with accrediting, regulatory, and certifying agencies.
11. Implement all policies and procedures established by the MTCC Board of Trustees.
12. Participate in departmental, advisory, and administrative support committee meetings as scheduled.

Division/Department

Career and Technical Education / Business Technologies

13. Maintain current knowledge in the subject matter and related academic fields; participate in staff development programs, workshops, seminars, and continuing education activities.
14. Actively participate in professional development and maintain membership in relevant professional organizations.
15. Participate in student recruitment activities on and off campus.
16. Performs other duties as assigned.

QUALIFICATIONS

Education must be commensurate with academic area and within the guidelines of the North Carolina Community College System and the Southern Association of Colleges and Schools.

Minimum Required

- Bachelor's Degree in Office Administration/Operations Management, or a closely related field.
- Two (2) years field experience in a business/professional setting.
- Candidate must be a dependable, dedicated professional and highly motivated self-starter.
- Must possess excellent oral and written communication skills and proficiency with computer software and learning management systems.
- Ability to present a professional teaching presence for theory and practical skills to develop rapport with students, faculty and workforce industry partners.
- Faculty must demonstrate competence in subject matter and be dedicated to adult and community college education.

Preferred

- Master's Degree or higher.
- Five (5) Years field experience in a business/professional setting, at least two (2) years teaching experience.