ADJUNCT PROFESSOR:

The Department of Decision and Technology Analytics (DATA) has openings for adjunct professors to teach BIS 44. The course description is below:

BIS 044 Business Analytics I 1.5 Credits
This course covers the basic concepts of data, including the collection, organization, exploration, and understanding of data with an emphasis on complex business data. The focus is on data as an organizational asset, and how data is structured for use in business to optimize business decisions and processes. Students will implement data analytic techniques through hands on programming.

Duties and Expectations:
Provide primary instruction in a required course on business analytics to undergraduate students in the College of Business (primarily first year students). Follow an established course curriculum as determined by course coordinator, but with the expectation that instructors will develop some course material for their own section as necessary. Provide instruction in a computer lab (Windows based machines) with hands on work in Excel and R. In class instruction time is one course meeting per week of 75 minutes. Class size is 25 or less. Maintain course website and provide students with feedback and grades in a timely manner. Hold weekly office hours (3 hours per week) and respond promptly to university and student course-related e-mails within the span of one business day during the business week. Fulfill University obligations for all instructors as required.

Required Qualifications:

- Master's degree in information systems, analytics, or computer science or a related field OR a Master's degree in business administration or related business field
- Experience (1-3 years) teaching information systems or business technology courses at the post-secondary level with evidence of successful teaching provided OR reasonable industry experience (3 years) using analytics with work samples provided
- Superior written and oral communication skills in English
- Ability to articulate teaching approaches that honor Lehigh University's commitment to Diversity, Inclusion, and Equity

To Apply:
Priority will be given to applications received before April 1st.

Provide a cover letter, resume/CV, and names and contact information for three references. Applicants selected for an interview must submit either evidence of successful teaching (e.g. course evaluations, syllabi, assignment prompts) or business work samples demonstrating successful communication in a business environment.

Inquiries could be addressed to Catherine Ridings, interim department chair, **Department of Decision and Technology Analytics (DATA)**, College of Business, cmr4@lehigh.edu.

About Lehigh:
Lehigh University is a coeducational, non-denominational, private university that offers a distinct academic environment of undergraduate and graduate students from across the globe. Lehigh offers majors and programs in four colleges: The College of Arts and Sciences, the College of Business, the College of Education, the College of Health, and the P.C. Rossin College of Engineering and Applied Science. The university serves more than 5,000 undergraduate and 1,900 graduate students. The College of Business is home to approximately 1,694 undergraduates (including two interdisciplinary programs with the Rossin College of Engineering and Applied Science), 319 graduate students, and 80 full-time faculty members. Lehigh's College of Business' undergraduate programs are consistently ranked among the nation's finest, ranking 32nd in Poets and Quants 2020 ratings for the best business programs for undergraduates. Located in eastern Pennsylvania, the campus is situated on more than 2,350 acres in close proximity to both New York City and Philadelphia. Lehigh Valley International Airport is 15 minutes from campus. Lehigh University is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, genetic information, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.