



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Teaching Fellow	School of Business	Assigned Faculty in the School of Business	.46	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: The Teaching Fellow (TF) is a part-time, academic-year position housed in the School of Business, designed to provide advanced graduate students with collegiate-level teaching and administrative experience. This role supports the academic mission of the School of Business through direct student instruction, dedicated advising, and essential administrative assistance.

General Responsibilities:

- **Teaching and Instruction:**
 - Teach one 3-hour undergraduate course each semester, with the course assignment and curriculum developed under the direct guidance and supervision of a Faculty of Record.
 - Fulfill all teaching duties, including lesson planning, grading, and holding regular office hours.
- **Student Advising:**
 - Serve as the primary academic advisor for a cohort of 40 or more undergraduate students within the School of Business.
 - Provide guidance to students on course selection, academic planning, and graduation requirements.
- **Administrative Assistance:**
 - Provide administrative and project support within an assigned area inside the School of Business. Examples could include (but are not limited to): Assessment and Accreditation, Gordon Center Assistance or Assistance with the VITA Tax program. Ideally, administrative assistance will be matched with the TF's academic and vocational skill set.
 - Duties may include data collection, organizing reports, preparing documentation for accreditation processes, and managing special projects.



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Qualifications:

Minimum:

1. Education: Bachelor's degree in Business or related area with a minimum GPA of 3.5.
2. Interpersonal skills: Excellent verbal communication skills: Ability to explain complex concepts in a clear and engaging manner. Excellent written communication skills: Demonstrates strong academic and operational writing abilities. Professional maturity: Possesses professional presence and the judgment to navigate interpersonal dynamics with students and faculty.
3. Must be able to think critically and solve problems.
4. Must possess high-level discretion and demonstrate the ability to handle sensitive information with integrity.
5. Strong Christian faith and commitment.

Status: Part Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 4/27/2026