Job Title: Full-Time Faculty Member/Program Director, Adult School of Business Sciences
Division/Department: College of Adult and Graduate Studies, Adult School of Business Science, #595
Position Number: 44 & 46 (Two positions)
Reports to: Chair of Adult School of Business Science
Title: Faculty Member

Position Type:
- [x] Full-time
- [ ] Part-time
- [ ] Student Worker
FLSA Status:
- [x] Exempt
- [ ] Non-Exempt
Hours worked Per Week:
- Approximately 40

**POSITION SUMMARY:**
This faculty member will be teaching in the accelerated program of the College of Adult and Graduate Studies in the School of Business Science. Additional responsibilities include serving on university committees, support of departmental functions necessary for overall program evaluation, strategic planning, accreditation, advisement of students, and selection and monitoring of faculty.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- Will teach on a full-time basis in the Adult School of Business Science.
- Teach, govern, conduct classes, perform administrative functions and other academic duties.
- Assess student performance using outcomes-based assessments.
- Utilize a variety of appropriate teaching strategies to promote students’ critical thinking skills.
- Develop instructional material consistent with course objectives.
- Maintain expertise and currency in the discipline and in teaching strategies.

**QUALIFICATIONS:**
The successful candidate should possess the following:
- Effective oral and written skills.
- Strong interpersonal skills with ability to work collegially with faculty and campus.
- Ability to network with state and national peers.
- Ability to work as part of a team to coordinate and support programs within the department and the university.
- Strong organizational and teaching skills.
- Ability to incorporate appropriate, contemporary technologies and best practices in teaching.
- Adherence to the Christian objectives and policies of the University.

**EDUCATION and/or EXPERIENCE:**
- Master of Business Administration or Master appropriate for Management Information Systems or Management required, doctorate in business field preferred.
- Experience teaching in higher education; related business or industry experience preferred.

**COMPUTER SKILLS:**
Must have current knowledge and advanced skills of Microsoft Office applications of Outlook, Word, Excel, and Access, learning management systems.

**PHYSICAL DEMANDS:**
The physical demands are representative of those required to successfully perform in this position.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.