



Job Description

Job Title: Full-Time Faculty Member/Program Director, School of Business Leadership	
Division/Department: College of Adult and Graduate Studies, School of Business Leadership	Location: Main Campus
Reports to: Mr. Scott McMurry	Title: Interim Chair, School of Business Leadership

Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> 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 graduate Accounting program. Additional responsibilities include serving as Program Director for Accounting by serving on university committees and overseeing 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 Leadership program.
- Assess student performance using outcomes-based assessments.
- Collaborate with content and design specialists to develop instructional material consistent with course objectives.
- Coordinate scheduling of courses and adjunct faculty
- Advising oversight and administration of adjunct faculty.

QUALIFICATIONS:

The successful candidate should possess the following:

- Effective oral and written communication skills.
- Strong interpersonal skills with ability to work with faculty and campus community.
- Ability to work as part of a team to coordinate and support programs within the department and the university.
- Strong organizational skills.
- Strong 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:

- CPA certification or practical accounting experience preferred; Doctorate degree required.
- Experience in higher education teaching and/or administration in higher education, *or* extensive professional experience in accountancy.

COMPUTER SKILLS:

Must have current knowledge and advanced skills of Microsoft Office applications of Outlook, Word, Excel. Experience with learning management systems preferred. Must be comfortable interacting with students and others in digital environments.

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.

Prepared By: J Hall

Prepared Date: 10.16.18

Approved By:

Approved Date: