Arizona Christian University
Position Description – Department Chair, Business Administration

| Position Title: | Assistant Professor  
|                | Business Administration | Date Updated: | September 15, 2016 |
| Reports to:    | Academic Dean | Department: | Academic |
| Direct Reports (if any): | | FSLA Status: | Exempt |

**Position Summary:**
Arizona Christian University invites applications for a full-time, Business Administration Assistant Professor, Business Administration Chair position beginning Fall, 2016 (or as negotiated with the department). The professor’s primary duty is to supervise and direct the Business Administration Department of Arizona Christian University.

**Prerequisite Qualifications:**
A. Ph.D. or DBA in Business – research emphasis preferred
B. A minimum of five years of higher education teaching experience
C. Experience teaching on-campus, online, and/or hybrid core Business Administration courses; Principles of Management, Principles of Marketing, Principles of Finance, and Economics.
D. Excellent interpersonal skills with ability to work both independently and as part of a team
E. Strong written and oral presentation skills
F. Strong organizational skills
G. Evidence of Christian commitment with interest in and ability to integrate faith and learning

**Duties, Tasks, Responsibilities (List as many categories as necessary):**
A. Supervise, Interview, Vet, Hire, and Evaluate Department of Business Administration Faculty and adjuncts
B. Develop semester class offering schedule.
C. Manage Department of Business Administration assessment plan.
D. Supervision and instruction of students in classroom, online, and hybrid settings
E. Teaching a minimum of 9 credit hours per semester
F. Assist with the transition of source online courses to new LMS system
G. Development of written syllabi and required course materials
H. Evaluation of subject matter taught and maintenance of student records
I. Preparation and grading of exams
J. Developing and enhancing knowledge and teaching skills of the respective discipline through attendance at conferences, seminars, and/or workshops
K. Participation in departmental and university-wide meetings and committees
L. Involvement in curriculum and program development.
M. Other duties as assigned by the Dean of Academic Affairs

**Working Conditions:**
A. Required to teach and hold office hours during the day, afternoon, evening, summer and winter sessions.
B. Off-campus classes and travel may be required.
C. Requires the ability to read, write, see, hear, and speak clearly.
D. Requires the capacity to stand, walk, or sit for extended periods of time.
E. May be necessary to lift objects weighing up to 20 pounds.

**Salary:** Commensurate with qualifications and experience

**University Description:** ACU exists to provide education for both full-time Christian workers and Christians who work in various professions. Christians may have different vocations, but are trying to glorify our Lord Jesus Christ. This emphasis makes ACU more than just a place to get a higher education degree. What happens within this campus community is discovery—of ideas, of oneself, of life, and most importantly, of God and His will. The campus of Arizona Christian University is located in the scenic Paradise Valley area twelve miles north of downtown Phoenix. The setting is a valley surrounded by picturesque mountains in the midst of the distinctive semi-arid environment of Arizona.
To apply: Applicants must subscribe to a statement of Christian faith. Send a letter of application, vita, transcripts, personal statement of faith, statement of teaching and advising philosophies, and the names of three professional references (with email addresses and telephone numbers) by mail or e-mail to:

- Human Resources Office
- Arizona Christian University
- 2625 East Cactus Road
- Phoenix, AZ 85032
- human.resources@arizonachristin.edu

Inquiries may be sent to nancy.stocking@arizonachristian.edu Arizona Christian University is an equal opportunity employer and does not discriminate on the basis of gender, race, national or ethnic origin, handicaps, or age.

Deadline: Screening will begin immediately and continue until the position is filled.