

Arizona Christian University

Position Description – Department Chair, Business Administration

Position Title:	Assistant Professor Business Administration	Date Updated:	May 19, 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:			
<ul style="list-style-type: none"> 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 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):			
<ul style="list-style-type: none"> 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 12 credit hours per semester F. Coordinate transition of source online courses to new LMS system G. Coordinate development of the MBA program: on-campus, online, and hybrid. H. The coordination of the application process for approval by National (HLC) and State accrediting agencies of on-campus, online, and hybrid MBA program. I. Development of written syllabi and required course materials J. Evaluation of subject matter taught and maintenance of student records K. Preparation and grading of exams L. Developing and enhancing knowledge and teaching skills of the respective discipline through attendance at conferences, seminars, and/or workshops M. Maintaining office hours to advise and assist students N. Participation in departmental and university-wide meetings and committees O. Involvement in curriculum and program development. P. Other duties as assigned by the Dean of Academic Affairs 			
Working Conditions:			
<ul style="list-style-type: none"> 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:

Nancy Stocking
Human Resources Office
Arizona Christian University
2625 East Cactus Road
Phoenix, AZ 85032
nancy.stocking@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.

Job Description Approved By:

Date: