

Business Department Chair & Faculty Member Job Description

Title: Chair, Business Administration

Department: Academics, School of Arts & Sciences

Reports to: Dean, School of Arts & Sciences

Primary Function/Purpose: Department Chair, Business Faculty

General hours and Work week: This is a full-time position

Primary Responsibilities:

1. Lead the undergraduate Business Administration department and program.
2. Teach Business Administration courses.
3. Coordinate and manage the Business Department. Specifically, this will include:
 - Creation and adjustment of the Business Administration program's course schedule.
 - Review and revision of the catalog copy with regard to the Business Administration program and other publications as requested.
 - Development of the Business Administration budget.
4. Be available for regular meetings with Administrators, Deans, Chairs and Faculty, as well as other committees as necessary.
5. Provide exemplary leadership for Department of Business Administration Faculty.
6. Oversee Business Internship program, ensuring compliance with all University, state, and/or federal regulations.
7. Demonstrate superior oral, interpersonal, and written communication skills, including the ability to communicate with the University community, ministry partners, corporate partners, and general audiences as deemed necessary.
8. Demonstrate and maintain high standards in face-to-face, telephone, and written communication.
9. Demonstrate ability to work effectively and positively with administrators, faculty, and staff to establish and maintain effective positive working relationships.
10. Demonstrate strong participatory servant leadership skills.
11. Provide strategic thinking in fulfilling the goals of the Department of Business Administration in support of the University's Mission.
12. Provide effective servant leadership among faculty, staff, students, and administrators.

Qualifications:

1. Possess a PhD or other Doctoral level degree in a Business-related field from an accredited university. (Master's degree accepted with significant teaching experience.)
2. Possess a minimum of two years of undergraduate/graduate teaching experience.
3. Commitment to the institution's vision and mission.
4. Effective communication and organizational skills.
5. Comprehensive knowledge of local business organizations or a willingness to engage in these.
6. Ability to develop and maintain strong interpersonal relationships.
7. Proficient in technology, specifically Internet research, video creation/capture, Microsoft Office, classroom hardware (console, SmartBoard, etc.), and Learning Management System (Schoology).

Performance Standards:

1. Completes assigned tasks in a timely fashion.
2. Manages and operates a smooth, well-functioning office.

3. Interacts well with students, colleagues, and the community.
4. Regularly attends all meetings scheduled by the administration and institutional affiliates.
5. Prepares timely, accurate, and attractive reports, schedules, certificates, releases and records.

Nature of Work Environment

While performing the duties of this job, you may be required to walk; stand; sit; reach with hands and arms; balance; stoop; speak with clarity, have appropriate vision and hearing capabilities. The employee must occasionally lift and/or move up to 25 pounds.