



OAKWOOD UNIVERSITY
Employee Services/Human Resources

NOTICE OF AVAILABLE POSITION

POSITION: MBA Program Director
DEPARTMENT: School of Business
STATUS: Full-time: Regular (38 hours)

QUALIFICATIONS:

- Doctorate in Leadership or related business discipline from a regionally accredited institution
- Minimum of one year graduate teaching experience preferred
- Assistant/Associate Professor level
- Effective communication skills, good organizational skills

BRIEF DESCRIPTION OF DUTIES:

- Coordinate planning and assessment for the MBA program
- Provide information to prospective MBA students
- Facilitate student admission to the MBA program
- Advise and counsel MBA students
- Recommend course scheduling and faculty assignments for the MBA program
- Teach MBA courses
- Provide support to the MBA student recruiting efforts
- Assist with the MBA student graduation clearance process
- Coordinate with the Director for Online Learning to ensure all MBA courses are current and accurately presented in the course management system

SALARY: Commensurate with education and experience.

POSTING DATE: March 5, 2019

CLOSING DATE: April 30, 2019

HOW TO APPLY: Interested persons must submit employment documents by email: application, vita, three letters of recommendation, copy of certifications, copy of degree/transcript to hroffice@oakwood.edu. Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located on-line at www.oakwood.edu under Human Resources. All employment documents must be attached to email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

◆ **God First** ◆

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

◆ *God First* ◆

7000 ADVENTIST BOULEVARD NW . HUNTSVILLE . ALABAMA (256) 726-7274 .