

**EMMAUS BIBLE COLLEGE
JOB DESCRIPTION**

**BUSINESS ADMINISTRATION PROGRAM
FACULTY POSITION**

POSITION IDENTIFICATION

Position Title: Business Administration Faculty

Departments: Business

Status: Full-time

Reports To: Chair, Business Department and Vice President for Academic Affairs

Date Written: December 5, 2014

Revision Date(s): March 30, 2017

POSITION SUMMARY

Position is responsible for facilitating student learning through effective instruction and evaluating student achievement in assigned courses in the Business Administration and related academic programs under the guidance of the Business Department Chair and the Academic VP in cooperation with other faculty and staff members.

ESSENTIAL JOB FUNCTIONS

1. Prepare syllabi and teach a full-load of assigned courses (12-13 credit hours per semester)
2. Determine instructional outcomes appropriate to each assigned course and assess student academic achievement related to these outcomes. Course outcomes should relate to the mission and outcomes of the academic program.
3. Select textbook and teaching or learning material appropriate for individual course content and outcomes under general guidance from the Department Chair.
4. Assist the VP for Academic Affairs and the Department Chair with the professional development and advancement of the department.
5. Serve as academic advisor for assigned students.
6. Attend department and faculty meetings as scheduled.
7. Serve or provide leadership on faculty and institutional committees as appointed.
8. Assist in the achievement of institutional and departmental goals.
9. Attend chapel regularly, eat lunch with students, and engage in informal exchange of ideas with students as opportunity permits.
10. Implement college policies and procedures in the classroom.
11. Read and comply with policies and procedures in the Employee and Faculty handbooks.
12. Represent Emmaus to college constituencies.

The list of essential functions as outlined above is intended to be representative of the tasks performed in this position. The Department Chair or Academic Vice President may assign additional activities, responsibilities or duties as required to achieve additional learning outcomes or fulfill department needs.

ESSENTIAL JOB SPECIFICATIONS

1. Act as a self-starter, requiring minimal supervision to accomplish assigned tasks.
2. Adapt to different student learning styles to accomplish assigned learning outcomes.
3. Respond professionally both verbally and in writing to students' inquiries and learning needs with a servant-based attitude.
4. Effectively and professionally present information to faculty and staff for committee assignments while working in a team-based atmosphere.

EDUCATION, TRAINING, AND EXPERIENCE

The education, training, and experience typically required are as follows:

1. A minimum of a master's degree in business administration, finance, accounting, organizational leadership, or a related field, from an accredited college or university is required. Preference will be given to persons holding an academic (PhD) or professional (DBA) doctorate.
2. A minimum of 3-5 years of experience in business and/or entrepreneurial settings. Ministry-based experience may also be considered provided its focus was a relevant aspect of business practice.
3. Teaching experience in formal academic settings at the undergraduate or graduate level is preferred.

KNOWLEDGE, SKILLS, ABILITIES, AND DISPOSITIONS

The knowledge, skills and abilities necessary for this position require the following:

1. Born-again believer in the Lord Jesus Christ
2. Demonstrated, contagious Christian character
3. Personal alignment with the Doctrinal Statement of Emmaus Bible College
4. Commitment to the Mission, Core Values, and Institutional Goals of Emmaus Bible College
5. Ability to integrate Biblical truth with business philosophy and practice
6. Ability to teach effectively with a commitment to the scholarship of teaching and learning
7. Understanding of the needs and trends associated with traditional college age students as well as business professionals
8. Understanding of *business as mission* strategies
9. Ability to develop connections with business professionals in the community
10. Excellent verbal and written communication skills
11. High professional, ethical, and moral standards
12. Willingness to serve
13. Recommendations of quality performance