



★ EMPLOYMENT OPPORTUNITY ★

DATE: August 8, 2016

FROM: Human Resources

POSITION: **Assistant Professor/Assistant Chair, Graduate Studies (FT)**
– College of Business

Effective immediately: (FT) Assistant Professor/Assistant Chair, Graduate Studies in the College of Business at the Wilson Graduate Center.

Requirements: An earned DBA or Ph.D. in a business area from an accredited institution is required. The preferred candidate will have a demonstrated background in data analytics, quantitative methods, finance, or technology/manufacturing operations. Related fields and experience will be considered. The successful candidate's background will include experience teaching business courses at an accredited college or university and serving in a responsible role in a corporate or other organizational environment. The candidate must have excellent communication, customer service and organizational skills. Must also be able to work independently and with diverse populations. Proficiency in Microsoft Office products is necessary and experience with Blackboard or other course-management platforms is preferred. The ability to maintain professionalism and confidentiality in all situations is essential.

Responsibilities include (but are not limited to): Under the direction of the Assistant Dean, and in particular the chair of the MBA program, assist with administrative duties for the MBA program with related responsibilities for the MSM program, as requested. Provide ongoing academic advising to MBA students. Teach courses as assigned and perform all required duties of a full-time faculty member of the university.

Depending on the candidate's strengths, other duties will include some combination of the following activities: development of new courses for the MBA and MSM programs, or other programs or revision of existing courses, as needed; assist with the outcomes assessment activities for the programs; further development and oversight of the graduate studies internship program; oversee syllabi and the quality of course content for selected courses in the MBA program; assist with the recruitment of adjunct faculty and help mentor and evaluate new adjunct

faculty in accordance with established procedures. Perform other duties as assigned by the Assistant Dean or Dean of the College of Business.

Hours of Employment: Monday – Friday from 9:00 am – 5:00 pm. Must maintain a flexible work schedule to meet the needs of the university and college. Teaching evening classes at multiple campus sites, as required. Occasional evening and weekend work or meetings; occasional overnight travel required.

Benefits: Wilmington University offers an excellent benefit package that includes Medical and Dental, Vision, Retirement Plan (403b), Dependent Care Assistance, Life & Disability Insurances and Education benefits.

Salary Range: Commensurate with experience.

Application Deadline: Applications will be reviewed as received and will be accepted until the position is filled.

Prescreening Applicant Questions

1. Do you have a doctorate in a business area from an accredited institution?
2. Do you have professional and/or academic experience in any of these areas: data analytics, statistics/quantitative methods, finance, technology operations?
3. Do you have experience teaching business courses at an accredited college or university?
4. Have you served a responsible role in a corporate or other organizational environment?
5. Are you computer literate and proficient in Microsoft Office?
6. Do you have experience with Blackboard or any other course-management platform?