POSITION DESCRIPTION:
The primary purpose of this position is to support the Business Administration degree program in the School of Professional Studies at William Jessup University. Curriculum maintenance and development; faculty recruitment, selection, training, assessment, mentoring, and coordination; assessment of student learning and program effectiveness; and teaching, are included. This position will work under the direct supervision of the Director of the School of Professional Studies and shall collaborate with the Business/Management department of the traditional undergraduate program on academic issues through their Academic Dean/Chair.

DUTIES:
1. Assist Director in planning, coordinating, and implement the curriculum development and revision processes for the Business Administration degree program including coaching, directing and overseeing the contract process with outside curriculum writers. Direct writing/revision of curriculum for issues of general corrections; text, literature and resource changes; and modifications in policies and procedures is expected. It is anticipated that the candidate will conduct approximately two major and four minor course development or revision projects per year.
2. Conduct research for literature, articles, journals, videos, activities, case studies and other resources to be used in curriculum development including obtaining permission for utilization of said resources in accordance with copyright issues.
3. Assist Director in recruiting, training, assessing and coaching both adjunct and full-time traditional faculty that may teach in SPS, including both our Rocklin and San Jose sites. Position will require active participation and a leadership role in periodic adjunct faculty meetings.
4. Teach four SPS courses per year as part of the position. Additional courses taught in excess of four per year will be paid additional compensation at adjunct instructor contract rates under SPS contracted pay schedule.
5. Participate in assessment of educational effectiveness; program review for the Business Administration program; associated in-service opportunities and other accreditation related events as assigned.
6. Work hours will be approximately 20 hours per week. Position will require attendance at SPS staff meetings, committee assignments, and other collaborative activities held at the University on a regular and non-regular scheduled basis. Work hours will include evening and weekends for various teaching and other academic activities. Some work will be completed off campus as necessary to fulfill the requirements of this position.
7. This position is a half-time faculty position subject to the applicable vacation, sick days and holidays commensurate with University policy.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS/EXPERIENCE:
- Ph.D. or DBA preferred. Minimum requirement of a Master’s degree in Business Administration or Management
- Five year’s professional work experience in a relevant Business position
• Five Years Higher Education experience as faculty or administrator in an adult accelerated program which utilizes technology in achieving learning outcomes
• Preference will be given to candidates with a strong analytical and quantifiable (hard skill) experience and aptitude in disciplines such as Finance, Accounting, Economics, Operations Management and Project Management

REQUIRED KNOWLEDGE:
• Specific understanding of the curriculum development process and necessary content relative to the existing Business Administration major within the SPS or comparable programs
• Knowledge of academic standards relative to faculty in reviewing faculty qualifications and competence in a higher education venue such as WJU
• Subject matter expert in the various disciplines of Business including knowledge in areas of research, trends, and practices relevant to the field with high aptitude for qualifiable elements of various business applications
• Thorough understanding of andragogy, effective methods, and future trends

SKILLS/ABILITIES:
• Skilled as highly competent instructor valued by students for quality instruction and course management practices
• Strong writing and curriculum development skills
• Excellent interpersonal skills including communication, collaboration, mentoring and coaching
• Willingness and ability to work within a team environment
• Ability to use Microsoft Office tools including: Word, Outlook, Excel, PowerPoint, Project Management, Access and Other software programs commonly used in a professional setting
• Understanding and ability to incorporate alternative technological tools such as Moodle, Adobe Connect or other programs utilized in on-line or blended class deliver system
• Thorough understanding and applicable capabilities to work with and through a highly evolving virtual environment

WJU MISSION STATEMENT

WJU invites applications from individuals interested in joining our dynamic and growing University. WJU is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), the first accredited private university in the Greater Sacramento area. We seek to foster academic excellence and the development of mature Christian professionals for service to God and human kind in the world. The university is fortunate to have an outstanding faculty that provides a quality academic experience in a distinctively Christian and inclusive setting.

If you are interested in the position, please send a letter of intent specifying which position you are applying for, a resume, a statement about the integration of faith and learning that demonstrates your beliefs (1-2 pages), a personal testimony, transcripts, and a list of three references to:

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