MAJOR PURPOSE:

William Jessup University (WJU) is seeking a Director for its new (Masters of Business Administration) MBA program. WJU anticipates starting the program January 2016. In addition to the duties described below, the Director will take responsibility for the planning activities prior to the start of the program. This MBA program director is a position responsible for program leadership, vision casting, teaching and program development of the MBA program. This role will collaborate with our online, extension, and adult degree completion leaders in the design and delivery of a high quality MBA program initially for the Rocklin campus in a hybrid model. Future plans include the Bay area and online.

ESSENTIAL FUNCTIONS:

Serving full time as the MBA Program Director who will be expected to:

- Provide leadership and vision for all aspects of the program including curriculum design, program delivery and focus, planning and management of the budget
- Implement the MBA program initially at the Rocklin campus
- Develop plans for implementation at the San Jose Campus
- Teach 1-2 courses per semester within their area of expertise
- Develop and maintain relationships with the business community and other key stakeholders in the Rocklin area
- Work in partnership with the WJU School of professional studies in recruitment of students
- Oversee assessment of program outcomes, maintaining high standards of quality, and excellent service to students
- Participate in strategic planning for the business division including the development of goals, objectives, and action plans
- Serve as an advocate for the Graduate School to both internal and external stakeholders
- Develop a plan for achieving ACBSP accreditation
- Serve on University committees as appointed

RESPONSIBILITIES:

Attend institutional/division/department meetings
Serve on committees as assigned
Advise students
Research contributions to the profession in support of the University’s Strategic Academic Research Plan

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QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
Ph.D. or DBA in business from an AACSB or ACBSP accredited institution in a business discipline.

REQUIRED KNOWLEDGE:
- Five years of experience in business
- Have demonstrated success in leadership, budget management, and strategic planning
- Knowledge of professional accreditation, program assessment, scholarly activity, and experience with electronic platform/course management tools
- College teaching experience in business is preferred
- Teaching experience at the MBA level is preferred
- Teaching online or hybrid teaching experience is preferred
- International experience is preferred
- Sound Christian testimony with the ability to integrate faith and learning
- Subscribe to the statement of faith for William Jessup University
- Have proven excellence in the classroom, preferably in the participant-centered or case method environment

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have PENDING AVAILABLE FUNDING
any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

_________________________________________  __________________________
Employee Signature                        Date

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