



POSITION POSTING

October 2021

POSITION TITLE:
DIVISION:
DEPARTMENT:

Business Faculty Program Lead
Academic Affairs
Academic Affairs

OCCUPATIONAL SUMMARY

Reporting to the Provost, the Faculty member is responsible for providing classroom instruction to students in related Business courses. Faculty works closely and collaboratively with University leadership to achieve a strategic, student-centered approach to academics in support of the University's mission and to integrate the student learning experience with the academic programs of the University.

This position does not supervise others.

ESSENTIAL JOB FUNCTIONS

1. Delivers classroom lectures, facilitates discussions, and provides assignments to be completed outside the classroom.
2. Mentors students for the purpose of obtaining positive progression in the academic curriculum on a semester basis.
3. Demonstrates knowledge of and experience in assessing student learning outcomes.
4. Assigns grades for academic performance.
5. Participates in the student evaluation process.
6. Participates in collegial dialogue with colleagues to keep abreast of new developments and research within the discipline.
7. Maintains posted office hours for availability to students and colleagues.
8. Serves on academic committees as required.
9. Conducts research as required.
10. Submits proposals for grants and fundraising activities.
11. Regularly assesses teaching strategies to assure compliance within operating rules, regulations, policies, and procedures; advises supervisor promptly of any programmatic irregularities.
12. Operates effectively within established budgetary guidelines.
13. Assures the management and integrity of all student data in compliance with all applicable state and federal laws, rules, and regulations.
14. Prepares required reports.
15. Develops relationships and maintains effective communications with diverse groups, internal and external, in support of the institution's mission.
16. Participate in peer review process.
17. Represents institution at functions upon request.
18. Serves on administrative committees as assigned.
19. Performs other duties as required.

MINIMUM REQUIREMENTS

1. Doctoral degree from an accredited college or university required.
2. Instructional classroom experience at the college or university level required.
3. Appreciation and understanding of nontraditional students.
4. Must have knowledge of working business practices.
5. Ability to deliver curriculum through online methodologies.
6. Knowledge of Higher Learning Commission accreditation process.
7. Must demonstrate strong analytical skills, and high communication skills.
8. Superior presentation and interpersonal skills.



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ESSENTIAL JOB FUNCTIONS continued

9. Strong organization and management skills, with follow-through.
10. Excellent inductive and deductive reasoning skills
11. Ability to form collegial partnerships with fellow faculty members and to work both independently and collegially.

APPLICATION PROCESS

This position is full-time.

Interested persons may apply by submitting a resume and contact information to:

Martin University
Office of Human Resources
2186 N Sherman Drive
Indianapolis, IN 46218
Email: hresources@martin.edu

This position is open until filled.

No calls please.