

MILES COLLEGE

**Department or Division:** Business and Accounting

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| Job Title | Assistant Professor of Business Administration |
| Reports to | Division Chair |
| Terms of Employment | Ten-months (Full-Time) |
| Salary | Commensurate upon Education and Experience |

**Required Qualifications:**

Master’s in Business Administration from an accredited graduate program.

**Preferred Qualifications:**

D.B.A or Ph.D. in related field from an accredited graduate program.

**Duties and Responsibilities:**

Miles College Division of Business and Accounting seeks an Assistant Professor of Business Administration beginning August 1, 2023. In addition to your teaching load, or its equivalent, you will be responsible for instructional and non-instructional activities to include academic and student support programs. Services, and activities consistent with the mission of Miles College. These include, but are not limited to academic tutoring sufficient to meet the needs of students, program cluster work to ensure curriculum and program quality, integrity and review, assessment plans and reports, committee work, systematic academic advisement of students, advisement of student organizations, attendance at the cluster, divisional, faculty and standing committee meetings, and participation in designated academic ceremonies and collaborative activities between Academic Affairs and Student Affairs. Additional responsibilities may also include other duties as assigned.

**Knowledge, Skills, and Abilities:**

The candidate should be able to bring the career experience into the classroom to provide the class with relevant examples. Communication and interpersonal skills are also important for advising students on how to enter the industry and for interacting with other faculty members.

**Special Instructions to Applicants:**

A criminal background check will be conducted. Miles College is known for its liberal arts college offerings and diverse undergraduate experience that weaves a traditional liberal arts curriculum into specialized fields of study. The campus is located in Fairfield, Alabama (a suburb of Birmingham, Alabama). For more information about the College, see our home page at [www.miles.edu](http://www.miles.edu/).) No phone calls will be accepted. If you are selected for an interview, you will be contacted.

The application process will begin **Immediately.**

**Miles College is an Equal Opportunity Employer/Affirmative Action Employer**

**rvs05/2021**