



**ASSISTANT/ASSOCIATE PROFESSOR OF MANAGEMENT  
CONCENTRATION IN SPORTS MANAGEMENT & GRADUATE PROGRAM  
COORDINATOR  
ACADEMIC AFFAIRS**

---

**REPORT TO:** PROVOST  
**E CLASS:** FT-12 Month  
**FLSA:** Exempt

---

**PURPOSE:**

Miles College seeks a dynamic, student-centered faculty member to serve as both a full-time instructor and the Graduate Program Coordinator for the newly established Master of Science in Management with a concentration in Sports Management program. The successful candidate will provide visionary leadership in developing, implementing, and assessing curriculum, while teaching graduate-level courses and serving as the primary advisor to students.

**REQUIRED QUALIFICATIONS:**

- Doctorate (Ph.D., Ed.D., or equivalent) in Sports Management, Business Administration, Higher Education, or a closely related field (ABD considered if degree completion is imminent).
- Demonstrated teaching experience at the graduate or undergraduate level.
- Experience in curriculum design, assessment, and program leadership.
- Strong professional network in sports management, athletics, or related industries.
- Excellent communication, organizational, and leadership skills.

**Preferred Qualifications:**

- Evidence of published research and/or grant writing in business and sports management or related fields.
- Administrative or program coordination experience in higher education.
- Experience supervising faculty or managing academic programs.
- Practical industry experience in professional, collegiate, or nonprofit sports organizations.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Teach graduate-level courses in Sports Management (minimum 4-6 courses per academic year).
- Serve as Graduate Program Coordinator:
  - Oversee program operations, accreditation, and compliance with institutional and external standards.
  - Recruit, mentor, and evaluate adjunct faculty teaching in the program.
  - Advise and mentor graduate students regarding academic and career pathways.
  - Lead program assessment, curriculum review, and continuous improvement initiatives.
  - Serve as liaison between the program, the Provost, and external stakeholders.

- Engage in scholarly activities including research, publications, and conference presentations in sports management or related fields.
- Develop partnerships with industry professionals, athletic organizations, and community partners to enhance experiential learning opportunities (e.g., internships, practicums, guest lectures).
- Contribute to service at the departmental, college, and community levels.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent interpersonal skills.
- Ability to work under pressure and meet tight deadlines.
- High level of professionalism and integrity.
- Strong problem-solving and decision-making skills.

#### **WORK ENVIRONMENT:**

The work environment includes exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or lifting and carrying small objects.

#### **TRAVEL:**

Travel is required for this position.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

#### **SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to [hr@miles.edu](mailto:hr@miles.edu). Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

#### **NOTICE OF NON-DISCRIMINATION**

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, [titleix@miles.edu](mailto:titleix@miles.edu). For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

#### **TITLE IX / STATEMENT OF NONDISCRIMINATION**

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes

discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).