



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Assistant/Associate Professor

DEPARTMENT: Communication

STATUS: Regular Full-time

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- Master's degree required; Doctorate preferred.
- Sensitivity to cultural and gender diversity.
- Team Player.
- Efficient, conscientious, and punctual.
- Strong interpersonal communication skills.
- Excellent time management skills.
- University teaching experience preferred.
- Minimum of five years professional experience in the Public Relations industry.

BRIEF DESCRIPTION OF DUTIES:

- Facilitate the public relations curriculum and oversee concentration majors and minors.
- Incorporate discipline trends and changes into current PR classes.
- Find opportunities for students to participate in PR knowledge and skill development.
- Oversee the operation of Student PR Agency and faculty advisor for PRSSA Chapter.
- Serve as primary PR advisor for PR major and secondary for PR minors.
- Create and maintain semester and annual reports on activities, effectiveness and graduates.
- Prepare students for and implement annual exit exam.
- Participate in departmental activities related to recruitment and retention.
- Serve on assigned university committees.
- Other related duties as assigned.



SALARY: Commensurate with education and experience

POSTING DATE: May 2022

CLOSING DATE: Opened until Filled.

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

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