



# OAKWOOD UNIVERSITY

*Employee Services/Human Resources*

## NOTICE OF AVAILABLE POSITION

**POSITION:** Assistant/Associate Professor (MIS)

**DEPARTMENT:** Business & Information Systems

**STATUS:** Full-time; Regular (38)

### QUALIFICATIONS:

- Doctorate preferred; Masters accepted
- At least three years of previous teaching experience; college/university level experience preferred
- Possess and exhibit strong Christian ethics
- Ability to maintain supportive climate; work as team player
- Ability to adapt to new situations and get along with others
- Must possess good time management and organizational skills

### BRIEF DESCRIPTION OF DUTIES:

- Demonstrate appropriate scholarly activity by attendance at scholarly and/or participation in meetings/workshops/in-service training sessions.
- Attend and participate in professional societies and research, community involvement, continued improvement in teaching, and engagement in further study where possible.
- Fulfill his/her committee advising; teach undergraduate and graduate classes
- Advise up to 40 graduate and undergraduate students
- Provide academic surroundings that lead to quality academic programs
- Have an active membership in at least one learned society
- Attend monthly department and faculty meetings.
- Participate on department committees that support faculty and student endeavors
- Facilitate the integration of faith and learning and promote harmonious development of mind, body and spirit
- Serve on institutional committees and actively participate in university functions

**SALARY:** Commensurate with education and experience.

**POSTING DATE:** **October 11, 2018**

**CLOSING DATE:** **January 11, 2019**

**HOW TO APPLY:** **Interested persons must submit employment documents by email:** application, vita, statement of research and teaching interest, three letters of recommendation, copy of degree/copy of transcript to [hroffice@oakwood.edu](mailto:hroffice@oakwood.edu). Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located on-line at [www.oakwood.edu](http://www.oakwood.edu) under

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7000 ADVENTIST BOULEVARD NW . HUNTSVILLE . ALABAMA (256) 726-7274

Human Resources. All employment documents must be attached to email.  
**Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

Oakwood University participates in 

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

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