NOTICE OF AVAILABLE POSITION

POSITION: Assistant/Associate Professor, Public Relations

DEPARTMENT: Communications

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.
• Execellent 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.

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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 **E-Verify**

OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

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