



**OAKWOOD UNIVERSITY**  
**EMPLOYEE SERVICES/HUMAN RESOURCES**

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Department Chairperson

**DEPARTMENT:** Business & Information Systems

**STATUS:** Regular Full-time (38 weekly hours)

**QUALIFICATIONS:**

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

- Minimum of Master's degree required. Doctorate or equivalent preferred in business program disciplines.
- Minimum of five years experience in higher education preferred.
- Minimum of three years supervisory experience required.
- Minimum of rank of Associate Professor or Full Professor preferred.
- Maintain high level of mental acumens, professional, and interpersonal skills.
- Ability to perform general duties to maintain a professional and safe work environment.

**BRIEF DESCRIPTION OF DUTIES:**

- Facilitate the integration of faith and learning and promote harmonious development of mind, body, and spirit.
- Serve as administrator in the department processing graduation applications, academic requests, personnel and purchasing requisitions, etc.
- Provide leadership and supervision in the department to faculty, staff, and stakeholders.
- Evaluate departmental faculty and staff.
- Collaborate with the School Dean in the preparation and administration of department budget.
- Serve on institutional committees and actively participate in university functions.



- Motivate and inspire faculty and program coordinators towards the fulfillment of institutional goals within their department.
- Coordinate partnerships and programs with recruiters for employment and internships.
- Maintain personal and professional integrity through personifying Christian principles.
- Participate in other responsibilities at the University as deemed appropriate by the Dean.
- Other related duties as assigned.

**SALARY:** Commensurate with education and experience

**POSTING DATE:** November 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](mailto:Hroffice@oakwood.edu)

Oakwood University participates in 

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

**RESET**

