

## Marketing/Business Faculty

<b>Institution:</b>	University of Saint Francis
<b>Location:</b>	Fort Wayne, IN
<b>Category:</b>	Faculty - Business - Marketing and Sales
<b>Posted:</b>	11/01/2018
<b>Application Due:</b>	Open Until Filled
<b>Type:</b>	Full Time

**JOB SUMMARY:** Under the general direction of the Dean of the school, faculty are responsible for providing instruction at the undergraduate and graduate level. Additionally, faculty carry an advising load assigned by the Dean. Faculty are responsible for posting and maintaining office hours and following the Boyer Model for scholarship. This faculty member will be primarily responsible for teaching classes in the area of marketing, but may teach other courses within the Business program.

### Major Responsibilities/Activities

#### Teaching

- Teach as per contractual agreement. For details on classroom responsibilities, see the USF Faculty Handbook
- Teach courses consistent with the catalog description
- Teach assigned classes at the scheduled time and place and required contact hours
- Collaborate with colleagues for instructional improvement via professional peer review
- Maintain effective communication both verbally, in writing, and electronically with students, faculty, and other appropriate stakeholders
- Submit reports and requests for information promptly
- Teach students using appropriate methodologies to facilitate student classroom learning experiences
- Create an effective learning environment for students regardless of delivery method
- Engender trust, stimulate growth, and empower students
- Facilitate critical reflection in students

- Inspire confidence and support innovation in students
- Provide timely feedback and fairly evaluate students' progress
- Propose plans to improve students' performance

### **Advising of Students**

- Respond to student's inquiries regarding classes or programs within the department
- Assure quality academic advising of departmental majors
- Maintain appropriate advising records
- Monitor student academic progress
- Participate in new student registration in fall, spring, and summer by attending registration days as requested
- Participate in new student recruitment including open houses and visit days

Other duties as assigned by the Dean, KBSoBEL

### **USF WAY:**

University of Saint Francis (USF) employees demonstrate a commitment to the University's mission and support of its Catholic and Franciscan traditions. Employees provide the intellect, empathy and ability to serve our students and community. The USF Way of serving is a source of pride for many employees. To provide a consistently high level of quality experience across our university, we provide the following service expectations for all employees. These standards have been tailored by position and responsibilities, and are incorporated into performance evaluations.

Standard #1: Provide opportunities for deeper conversations, prayer and reflection.

Standard #2: Utilize best practices in communication and service.

Apply care to your words and deeds to ensure respect for others.

Commit to follow through without exception and with quality.

Offer additional assistance after serving as in, "How else may I assist you?"

Respond promptly, whether in person, via phone, or email.

Standard #3: Recognize and celebrate milestones and achievements.

Standard #4: Use resources wisely and support green initiatives.

### **MINIMUM QUALIFICATIONS**

#### **Education**

Doctorate in Business Administration or a terminal degree in a related business area strongly preferred.

ABD, (All But Dissertation, meaning the individual has completed all course work required for a Ph.D. in business or DBA and passed the general exams, but has not completed a

dissertation) with a major, minor or concentration in the area of assigned teaching responsibilities.

## **Experience**

Previous teaching experience strongly preferred.

## **Knowledge and Skills**

- Demonstrate honesty and loyalty to the University and support its mission and religious affiliation
- Demonstrate a thorough knowledge of educational principals and techniques used in higher education classrooms.
- Demonstrate skill in goal setting and team building
- Demonstrate high motivation and independent initiative
- Demonstrate analytical and organizational skills necessary to plan, implement, and evaluate program activities to ensure compliance with established goals and objectives
- Demonstrate extensive knowledge of the profession including theory, practice, current procedures, and techniques
- Demonstrate outstanding communication and interpersonal skills necessary to interact effectively with all University constituents
- Demonstrate skill in the use of technology, particularly in the use of computers, presentation software, Blackboard, and communications

## **ABOUT US**

Located in Fort Wayne, Indiana with campuses in Crown Point, Indiana, and Lafayette, Indiana, the University of Saint Francis is a private Catholic university enrolling 2,400 students. Rooted in the Catholic and Franciscan traditions of faith and reason, the University of Saint Francis engages a diverse community in learning, leadership and service.

**At the university, you will experience Franciscan values that encourage us to:**

- Reverence the unique dignity of each person
- Encourage a trustful, prayerful community of learners
- Serve one another, society and the Church
- Foster peace and justice
- Respect creation

## **APPLICATION INFORMATION**

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**Contact:** Sarah Kimble  
Human Resources  
University of Saint Francis

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Online App.  
Form:

<https://eforms.sf.edu:8443/frevvo/web/tn/azure/u/1be441...>

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Apply through Institution's Website

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