FACULTY – BUSINESS ADMINISTRATION
FULL-TIME

JOB DESCRIPTION
Villa Maria College recently has added a Marketing minor and a Digital Media Marketing
minor to its academic offerings, supplementing its current bachelor- and associate-
degree programs in Business Administration. The College is searching for a full-time
faculty member with experience in both search engine optimization and marketing on
various social media platforms to lead implementation of the new minors and to teach
courses within the Business Administration programs.

The faculty member will provide quality instruction, develop and refine curriculum, serve
as an academic advisor for students in the program, participate in recruitment activities,
serve on Department and College committees, participate in program assessment, and
engage in professional development activities in the field.

ESSENTIAL RESPONSIBILITIES:

• Teach a minimum of 24 credit hour equivalences per year.
• Provide student-centered instruction in all courses.
• Provide direction and climate for effective learning.
• Design means of evaluating and improving the teaching/learning process in the
classroom.
• Pursue professional development and growth.
• Review and develop curricula.
• Serve as academic advisor to students.
• Participate in program assessment activities.
• Participate in program and College accreditation activities.
• Submit required reports to appropriate offices.
• Attend scheduled program meetings and maintain regular office hours.
• Develop plans for the use of equipment, instructional aids and supplies.
• Assist in the development of grant materials relevant to the faculty member’s role
and duties at the College.
• Assist in the preparation of program and recruitment materials and participate in
recruitment activities.
• Participate in program advisory council activities and meetings.
• Review and update specific program library holdings.
• Assist the Department Chairperson in carrying out program administrative duties, including program course scheduling; interviewing and hiring part-time faculty members; preparing and monitoring program budgets, conducting program reviews, and others.
• Serve on committees of the College.
• Assist and participate in any other activities related to the respective program;
• Assist the Department Chairperson in assessing the effectiveness of the program.
• Support the mission and objectives of the College.
• Participate in College functions.
• Assume other work-related responsibilities as assigned by the Department Chair, the Vice President for Academic Affairs, or the President or his/her designee as needed to meet the needs of the College mission.

ESSENTIAL QUALIFICATIONS:
• Master’s degree in marketing or related field required; Ph.D. preferred.
• Experience with digital and social media marketing highly desirable.
• Evidence of teaching experience at the college level preferred.
• Experience teaching online courses preferred.
• Outstanding communication skills. Must be able to interact and communicate effectively with students.
• Strong commitment to learn and be self-motivated.
• Excellent managerial skills.

SALARY: Negotiable

APPOINTMENT: August 2016.

PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:
jobs.villa.edu

When you have completed the on-line application process your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

EOE

Internal Posting Deadline: Review will begin immediately and will continue until the position is filled.
External Posting Deadline: Review will begin immediately and will continue until the position is filled.