Assistant or Associate Professor of Business Administration

(Two full-time, tenure-track faculty positions anticipated for Fall 2022)

POSITION TITLE: Assistant or Associate Professor of Business Administration
(2 Positions)

JVA #: 2021-22

DEPARTMENT: W. Paul Cole, Jr. School of Business

POSITION SUMMARY: We seek candidates for two full-time, tenure-track, nine-month positions at the level of Assistant or Associate Professor (rank depending upon qualifications) with a Doctor of Business Administration to teach lower-and-upper level college courses, as well as graduate courses in Business Administration. The successful candidates will have the ability to effectively use alternative teaching modalities (e.g., on-line, video livestreaming, Moodle etc.) in addition to teaching in a traditional classroom setting as required. The positions will work as team members on undergraduate and graduate program development. Appointments anticipated to begin Fall 2022.

POSITION RESPONSIBILITIES: All faculty positions include a minimum of 12 credit teaching load (may include web-based or interactive video instruction and/or teaching courses at off-campus locations), academic advising, and participation in school committees and College governance. The successful candidates will demonstrate evidence of the potential for excellence in teaching, and dedication to College and community service.

All faculty are expected to:

- Take a supportive interest in the academic progress of each of his/her students.
- Meet with his/her classes as scheduled. In case a faculty member is kept from his/her duties by illness or other legitimate reason, the faculty member must inform the respective Dean in advance, if possible, so that arrangements can be made for assignments or a substitute instructor.
- Maintain adequate office hours as assigned so that he/she may be available to the students for conferences to assist students toward achieving student success.
- Participate in the faculty-student advisory program.
- Keep abreast of his/her academic discipline through continuing study, and/or active participation of his/her professional organizations.
- Continuously strive to improve the effectiveness of his/her teaching.
- Keep accurate records of grades and other information required by the Deans, Registrar, Provost, President and any other administrator as may be appropriate.
- Attend all faculty meetings of the college and the respective school in which the faculty
teaches.

- Attend commencement and convocations and to cooperate fully with the BSC Board of Governors, the President, the Provost and the Dean in promoting the interests of Bluefield State College and the respective School.

MINIMUM REQUIRED QUALIFICATIONS: Doctor of Business Administration, and a minimum of three years teaching experience at the college or university level. Ability to teach effectively using alternative modalities (e.g., on-line, video livestreaming, Moodle etc.) in addition to a traditional classroom setting is required.


COMPENSATION: Salary and rank are commensurate with qualifications and experience. Positions are contingent upon available funding.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students from all backgrounds for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu

APPLICATION PROCEDURE: Complete applications to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at https://bluefieldstate.edu/resources/human-resources/jobs);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidates).

Please do not include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

DATE POSTED: December 13, 2021

CLOSING DATE: Position is open until filled. A review of applications will begin immediately. For full consideration, applications must be received by 4:00 p.m. EST, Friday, February 11, 2022. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.