



Bluefield State University

Job Vacancy Announcement

Assistant or Associate Professor of Business (Multiple Positions)

(Full-time, tenure-track faculty positions anticipated for Fall 2023)

POSITION TITLE: **Assistant or Associate Professor of Business (Multiple Positions)**
W. Paul Cole, Jr. School of Business

DISCIPLINES: **Accounting, Economics, Marketing, Management, Entrepreneurship**
Sports Management

JVA #: 2022-28

POSITION SUMMARY: These full-time, tenure-track, nine-month positions are at the level of Assistant or Associate Professor (rank depending upon qualifications). We seek candidates with a terminal business degree to teach lower-and-upper level university courses, and in addition, graduate courses in Business Administration. The preferred 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 is required. Selected candidates will work as team members on undergraduate and graduate program development. Appointments anticipated to begin Fall 2023.

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 University governance. The successful candidates will demonstrate evidence of the potential for excellence in teaching, cultivating student enrollment, dedication to the W. Paul Cole, Jr. School of Business and to the University, and active engagement in community outreach and 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 university and the respective school in which the faculty teaches.
- Attend commencement and convocations and to cooperate fully with the BSU Board of Governors, the

President, the Provost and the Dean in promoting the interests of Bluefield State University and the respective School.

MINIMUM REQUIRED QUALIFICATIONS: Terminal Business Degree, and a minimum of three years of 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.

PREFERRED QUALIFICATIONS: Ability to teach a variety of Business Administration subjects to include: Financial Management, Accounting, Business Strategy, Human Resources, Marketing, Management, Economics, Applied Business Statistics, Entrepreneurship, Business Law, and Collective Bargaining and Labor Relations.

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

THE UNIVERSITY: The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University 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 University 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. Resume/CV;
3. Contact information for at least three professional references;
4. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>); and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B., place birth, etc.) on your application or supporting documents. **Note: Bluefield State University does not provide H1B visa or employment sponsorship.**

DATE POSTED: December 20, 2022

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 17, 2023**. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

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