



Bluefield State University

Job Vacancy Announcement

Assistant or Associate Professor of Business Administration

(Full-time, tenure-track faculty position, anticipated for Fall Semester 2024)

POSITION TITLE: Assistant or Associate Professor of Business Administration

JVA #: 2024-05

DEPARTMENT: College of Business

POSITION SUMMARY: This is a full-time, tenure-track, nine-month position at the level of Assistant or Associate Professor (rank depending upon qualifications). We seek a candidate with a DBA to teach lower-and-upper-level university courses. In addition to, graduate courses in Business Administration. The preferred candidate will have the ability to effectively use alternative teaching modalities (e.g., online, video livestreaming, Moodle, etc.) in addition to teaching in a traditional classroom setting. This position will work as a team member on undergraduate and graduate program development. The appointment is anticipated to begin in Fall 2024.

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 university committees and University governance. The successful candidate will demonstrate evidence of the potential for excellence in teaching and dedication to university and community service.

All faculty are expected to:

- Take a supportive interest in the academic progress of each of his/her students.
- Meet with their classes as scheduled. In case a faculty member is kept from their 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 they may be available to the students for conferences to assist students in achieving student success.
- Participate in the faculty-student advisory program.
- Keep abreast of their academic discipline through continuing study, and/or active participation of their 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 college in which the faculty teaches.
- Attend commencement and convocations and 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 college.

MINIMUM REQUIRED QUALIFICATIONS: Doctor of Business Administration (DBA) or Ph.D. with a minimum of three years of teaching experience and one year of teaching experience at the college or university level in combination with other teaching experience. The ability to teach effectively using alternative modalities (e.g., online, video livestreaming, Moodle, etc.) in addition to a traditional classroom setting is required.

PREFERRED QUALIFICATIONS: Doctor of Business Administration (DBA) preferred with the ability to teach a variety of Business Administration subjects including Financial Management, Accounting, Business Strategy, Human Resources, Marketing, Management, Applied Business Statistics, Entrepreneurship and Collective bargaining and Labor Relations.

COMPENSATION: Salary is commensurate with qualifications and experience. Position is dependent upon available funding.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students 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: Completed applications are 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 BSU 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 candidate).

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

DATE POSTED: February 14, 2024

CLOSING DATE: The position is open until filled. For full consideration, applications must be received by 4:00 p.m. EST, March 1, 2024. Applications will be accepted until the 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 an H1B visa or employment sponsorship.