



**JOB OPENINGS
MORRIS BROWN COLLEGE
ATLANTA, GEORGIA**

Executive Assistant to the President (EAP)

Job duties

→ First line of support to the Office of the President; the Executive Assistant to the President relieves the President of operational and administrative details and performs administrative functions that require a thorough knowledge of college policies, procedures, and operations and an understanding of the college's role within the community.

→ This professional and highly confidential position manages the President's Office, assists with internal and external public relations and communications, and engages in college and community service to help fulfill the mission and vision. The position performs administrative functions to support the President in operations, advancement, workforce, governance, corporate partnerships, community relations, and relations with the Board of Trustees.

→ The Executive Assistant to the President is responsible for providing comprehensive support to the President, serving as a liaison to the Board of Trustees, and Executive Cabinet and manages President Office operations. The Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President; in some cases, the EAP will attend executive meetings with the President outside of the office.

→ Other duties as assigned.

The EAP reports to the President.

Knowledge, Skills, Abilities and Characteristics

- **High Energy-** Energetic with strong Business acumen - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- **Writing and Research-** Conduct research, prepare, proof, and disseminate selective written communications, materials, reports, documents, and correspondence ensuring timely delivery to appropriate audiences. Extensive proofreading and editing skills required.

- **Office Management-** Perform general administrative duties including answering telephone, greeting and directing office visitors, maintaining organized filing system, ordering office supplies, and sorting and distributing mail. Maintain the condition of the office as a professional, clean, and inviting reception area.
- **Commitment to excellence** - Perform duties at the highest level possible on a consistent basis.
- **Excellent communicator** - Able to interact with people of all levels in a confident, professional manner.
- **Temperament-** Demonstrate ability and temperament to work with sensitive information.
- **Team player** - Have team-oriented experience and collaborative approach.
- **Service focus** - Dedicated to meeting the expectations of the President, Cabinet, and Board of Trustees by maintaining effective relationships.
- **Response Time-** Ability to think creatively and with a sense of urgency to situations and events that require quick response or turnaround.
- **Executive support-** Significant executive support experience, including supporting C-level executives. Nonprofit board experience is highly preferred; Exceptional organizational skills and impeccable attention to detail.
- **Microsoft Office-** Expert proficiency with Microsoft Office. Email, PPT, and calendaring; ability to design and edit graphic presentations and materials.
- **Meeting Deadlines-** Excellent verbal and written communication and time management skills; proven ability to meet deadlines. Make appropriate, informed decisions regarding priorities and available time.
- **Professionalism-** High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and other external partners.
- **Self- motivated-** Ability to complete a high volume of tasks and projects with little or no guidance; able to maintain a high level of integrity and discretion in handling confidential information; ability to function well in a high-paced environment and switch gears at a moment's notice; performs additional duties as assigned by executives.
- **Hospitality-** Provide hospitality to all guests and help to create a welcoming environment; provide event management support as requested.
- **Technology/Social Media-** Highly skilled in creating PPTs, flyers, videos, marketing tools etc., and highly skilled in social media including Facebook, Instagram, TikTok, Twitter, LinkedIn, etc.

Education and Experience

- Associate or Bachelor's degree required; direct experience and administrative leadership of multifaceted operations involving numerous professional, student, and support personnel preferred.

EAP: Full-time 40 hours per week position minimum. Working hours will occasionally include evenings and weekends during peak periods including registration.

Benefits

1. Salary- 45,000-\$50,000 Depending on Experience
2. Dental/Medical insurance
3. Paid time off (2 weeks a year)
4. 403B Retirement plan (non-matching at this time)
5. Sick & bereavement leave
6. Disability & life insurance available
7. Some flexible scheduling with President approval (including work from home)
8. Professional development opportunities (provided by the college)
9. As a non-profit, eligible for some student loan repayment/forgiveness perks
10. Spouse/children free tuition waiver (after 1 year of continuous employment)
11. Family medical leave act (up to 12 weeks of unpaid & job-protected leave)

To apply, send CV and detailed cover letter to: careers@morrisbrown.edu

2. Department Chair- Psychology

3. Department Chair- Music

4. Department Chair- General Studies

Job duties

Job duties for this role include (but are not limited to) the following requirements as seen in the TRACS accreditation requirements, the board approved faculty handbook, administrative policies handbook, and state requirements with the Georgia Nonpublic Postsecondary Education Commission (GNPEC):

1. The Department Chair will provide compelling leadership for the personnel and academic program of MBC's undergraduate college in the liberal arts tradition; The Department Chair works with the faculty to maintain a strong and coherent system of faculty governance, designed to ensure faculty input and accountability within a Christian education institution; As an AME college, the Department Chair will be responsible for the integration of Christian values, faith, learning, work, and service into the curriculum under the supervision of the Vice President for Academic Affairs (VPAA).
2. The Department Chair will participate in a tenure process working towards Full Professor as represented by documents on file; The Department Chair will use a new Faculty Information System ie.,Portfolium, Interfolio, Google Sites, Live Binder, Lyterati, or Box that allows the management, sharing, updating and assessment of information regarding an institution's faculty members; through the MBC faculty tenure process, the Department Chair will participate and promote the College's efforts to expand its scholarly capacity; the Department Chair will work closely with the faculty in recruiting and supporting research-active faculty who are also excellent teachers.
3. The Department Chair will teach a minimum of two courses per semester *as assigned*, lead departmental faculty, work with the VPAA to conduct classroom observations, advise students, attend department and college faculty meetings, carry out committee assignments, support student activities, and attend College ceremonies and other activities held at the College.
4. The Department Chair will maintain appropriate course and student records and keep office hours as determined by Morris Brown College; the Department Chair will evaluate transfer transcripts to award appropriate MBC credit in collaboration with the Registrar/Provost.
5. The Department Chair will provide administrative oversight of instructional programs; academic planning, curricula, and scheduling; working with the Provost, the Department Chair will support the provost in the effective launch of Morris Brown College Online and distance learning through instructional technology platforms including Populi; The Department Chair and their faculty must become certified to teach online through the Executive Director of Online Learning.
6. The Department Chair will be responsible for leading his/her department and academic affairs and priorities as associated with becoming fully accredited through the Transnational Association of Christian Colleges and Schools (TRACS) and meeting state

requirements with The Georgia Nonpublic Postsecondary Education Commission (GNPEC) including yearly renewals.

7. The Department Chair will support the provost in the assessment, evaluation, and improvement of academic programs, achievement of learners, quality measurement tools, and accreditation in his/her respective program including online programs; The Department Chair is responsible for working closely with the VPAA, the President, other Department Chairs, faculty, and the academic committee of the Board in fostering a vision and plan for further development of existing academic programs.
8. The Department Chair will support the provost in accreditation and assessment.
9. The Department Chair will attend faculty meetings; additionally, The Department Chair will support the provost with ensuring 100% (twice a year) faculty classroom observations and evaluation of all faculty.
10. The Department Chair will support the provost in the hiring and leading and/or delegation of the training and development of all faculty; responsible for ensuring receipt of all accreditations required documents including transcripts and other credentials and records.
11. The Department Chair will support the Provost in monitoring faculty credit hour production by reviewing, revising, and approving faculty course loads and office-hour schedules; The Department Chair will support the Provost in providing strategic vision and leadership for the improvement of Georgia Nonpublic Postsecondary Commission on Education (GNPEC) and Transnational Association of Christian Colleges and Schools (TRACS) curriculum and new program development, academic policy development, assessment, staffing/scheduling for the academic programs of the College and will assure timely and effective instructional program review.
12. The Department Chair will support the provost in leading student retention efforts from an academic perspective and work with college retention teams to meet retention goals as set forth in the TRACS approved college objectives.
13. The Department Chair will support the Provost in recruiting, hiring, and developing a group of outstanding, diverse, promising, and distinguished faculty members; The Department Chair will support the Provost in the direction of the pursuit of excellence in undergraduate and professional education in faculty scholarship and research, develop academic programs that advance the common good, enhance MBC's national reputation, city, and regional impact, and reflect the Colleges' commitment to its core values including community service.
14. The Department Chair will support the provost in strategically allocating current resources and developing new resources to meet the college mission, vision, and strategic plan by advancing research and supporting faculty through a revived tenure process for accomplished teacher-scholars.
15. The Department Chair will be responsible for his/her department; The Department Chair will support the provost with school assessment as required by TRACS and GNPEC; The Department Chair will use modern tools and technologies to analyze data and trends to solve problems and create action plans.
16. The Department Chair will support the provost in revising and improving all academic policies including but not limited to the College Catalog and Faculty Handbook.

17. The Department Chair will teach and produce scholarship which includes the following:
 - a. Invited research symposia and conferences at State, Regional, National, or international meetings
 - b. Poster presentations at State, Regional, National, or international meetings
 - c. Podium Presentations at State, Regional, National, or international meetings
 - d. Peer-reviewed publication of
 - Book reviews
 - Letters to the editor
 - Case-report or case-series publications
 - Review or systematic review articles
 - Original research articles
 - Book Chapters
 - Books
 - e. Serving as a manuscript or book reviewer for peer-reviewed publication
 - f. Pursuing and/or obtaining extramural funding for scholarly activities.
 - g. Development of programming for educational or research purposes (Peer reviewable).
18. Other duties as assigned.

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Benefits

1. Salary- 60,000-\$65,000 Depending on Experience
2. Dental/Medical insurance
3. Paid time off (2 weeks a year)
4. 403B Retirement plan (non-matching at this time)
5. Sick & bereavement leave
6. Disability & life insurance available
7. Some flexible scheduling with President approval (including work from home)
8. Professional development opportunities (provided by the college)
9. As a non-profit, eligible for some student loan repayment/forgiveness perks
10. Spouse/children free tuition waiver (after 1 year of continuous employment)
11. Family medical leave act (up to 12 weeks of unpaid & job-protected leave)

Morris Brown College Admissions Specialist Internship

Background

Morris Brown College is a private, coed, liberal arts college in the Vine City community of Atlanta, Georgia, United States. It is a historically black college affiliated with the African Methodist Episcopal Church. Morris Brown is seeking interns to help in various areas of operations to help resurrect the college.

These internships are **non-paid**, however, available for college credit as approved by your institution.

Non-Paid Internship Description- Summer 2022, Fall 2022, Spring 2023

The Admissions Specialist Internship will offer students interested in higher education leadership the opportunity to learn about the admissions/enrollment department. This role supports The Vice President of Enrollment Management & Student Services (VPEMSS) who is a member of the Presidents' senior leadership team, reporting directly to the President. The VPEMSS is the senior administrator of the Enrollment Services area and is responsible for all enrollment planning and execution. In this senior role, the VPEMSS provides comprehensive oversight for planning and implementation of goals, objectives, and strategies related to the office of Enrollment and Student Services as well as ensuring the goals, objectives, and strategies are reflective of the vision and mission of Morris Brown College.

Morris Brown College would like to partner with Clark Atlanta University, Morehouse College, Georgia State University, Kennesaw State University, Spelman College, and other colleges to offer the selected student(s) an opportunity to learn more about our organization while gaining useful experience that will be beneficial post-graduation.

We have a non-paid internship opportunity for the right student(s). In collaboration with the selected college/university, this opportunity will be for college credit (credit hours approved by the individual school) in which the student will work with the office staff of Morris Brown College 10-15 hours a week.

Minimum Qualifications

- Junior/ Senior attending Clark Atlanta University, Morehouse College, Spelman College, Georgia State University, or Kennesaw State University
- Have experience or an interest in higher education, student affairs, registrar office work.
- Experience in utilizing/maintaining social media outlets such as Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, etc.
- Interest in learning more about HBCUs.

To apply, send resume to: careers@morrisbrown.edu

Morris Brown College Registrar Specialist Internship

Background

Morris Brown College is a private, coed, liberal arts college in the Vine City community of Atlanta, Georgia, United States. It is a historically black college affiliated with the African Methodist Episcopal Church. Morris Brown is seeking interns to help in various areas of operations to help resurrect the college.

These internships are **non-paid**, however, available for college credit as approved by your institution.

Non-Paid Internship Description- Summer 2022, Fall 2022, Spring 2023

The **Registrar Specialist Internship** will offer students interested in higher education leadership the opportunity to learn about the registrar department. The registrar serves as the custodian of the records for students and ensures compliance with FERPA and other regulatory bodies. This person maintains the academic record of all students and plans and implements the registration process for classes. He/she works with other administrators to coordinate times and locations for class meetings and resolve scheduling conflicts. Other responsibilities include keeping records of all college classes and curriculum prerequisites, determining students' graduation eligibility, planning commencement activities, and preparing information such as honors lists, transcripts, and class rankings.

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We have a non-paid internship opportunity for the right student(s). In collaboration with the selected college/university, this opportunity will be for college credit (credit hours approved by the individual school) in which the student will work with the office staff of Morris Brown College 10-15 hours a week.

Minimum Qualifications

- Junior/ Senior attending Clark Atlanta University, Morehouse College, Spelman College, Georgia State University, or Kennesaw State University
- Have experience or an interest in higher education, student affairs, registrar office work.
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- Interest in learning more about HBCUs.

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Morris Brown College Alumni Affairs Department Internship

Background

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These internships are **non-paid**, however, available for college credit as approved by your institution.

Non-Paid Internship Description- Spring 2022, Summer 2022, Fall 2022

The **Alumni Affairs Department Internship** will offer students interested in higher education leadership the opportunity to learn about the alumni affairs department. This department plans and carries out the College's private fundraising program. Primary responsibilities relate to major gifts, planned gifts, and the major corporate fundraising event. In addition, the department coordinates the daily activities of the Office of Alumni Affairs. The Office of Alumni Affairs is responsible for coordinating all activities that involve the College and its alumni constituency. The Office coordinates programs designed to facilitate the participation of alumni growth and support of the College.

Morris Brown College would like to partner with Clark Atlanta University, Morehouse College, Georgia State University, Kennesaw State University, Spelman College, and other colleges to offer the selected student(s) an opportunity to learn more about our organization while gaining useful experience that will be beneficial post-graduation.

We have a non-paid internship opportunity for the right student(s). In collaboration with the selected college/university, this opportunity will be for college credit (credit hours approved by the individual school) in which the student will work with the office staff of Morris Brown College 10-15 hours a week.

Minimum Qualifications

- Junior/ Senior attending Clark Atlanta University, Morehouse College, Spelman College, Georgia State University, or Kennesaw State University
- Have experience or an interest in higher education, student affairs, alumni affairs office work.
- Experience in utilizing/maintaining social media outlets such as Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, etc.
- Interest in learning more about HBCUs.

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