JOB OPENINGS
MORRIS BROWN COLLEGE
ATLANTA, GEORGIA

Special Assistant to the President

Overview

The Special Assistant to the President develops, coordinates, and implements a broad range of high-level projects aligned with institutional goals and President-initiated activities. This individual must be highly skilling in administrative and project management. The Special Assistant to the President provides high-level administrative support to the President and is a member of the President's executive team.

The Special Assistant's mission and purpose is to assist the College President in the following:

Serve a collaborative business partner that will support and assist the strategic initiatives of Morris Brown College alongside the President; individual must possess proven ability to be a visionary, independent thinker, and able to handle a range of tasks under pressure and without supervision in a culture changing environment.

The ability to maintain a high level of integrity, trust, professionalism, and well-developed sense of discretion due to exposure and management of highly confidential information, conversations, and agendas; moreover, this person will serve as a liaison for the President to various stakeholders of the College; and work closely with all institutional departments and campus constituents, including faculty, staff, students, alumni, friends, and volunteers.

Responsible for writing speeches, preparing presentations, reports, and remarks for the President; includes final review of materials and presentations for special projects needed for dissemination internally and externally.

May attend special meetings with the President with external constituents; assists President by preparing and reviewing briefings for community events, scheduling meetings with external groups as needed and managing follow-up from events.

Prepare written reports related to grants, program administration, and other projects as needed.

Assist in the management of external communications for the College, including media relations, social media, electronic communications, the College's website, alumni newsletter, and other efforts that provide consistent awareness to external audiences.

Assist the President in development of donor engagement materials and fundraising.

Any other duties as assigned.

The position reports directly to the President of the College, will be an essential team member of the Office of the President, and will have no direct reports.

Qualifications

1. Preferred doctoral degree in Higher Education, Management, or related field.
2. Five years of experience in higher education administration.
3. Expert in Microsoft teams, including PowerPoint.
3. Extensive experience with strategic program development and implementation, evaluation, and reporting, and building community educational partnerships.
4. Experience leading and facilitating collaborative work across college divisions, departments, academic programs, and diverse communities.

Salary: $65,000-$70,000

40 hours per week position

Benefits

1. Dental/Medical insurance
2. Paid time off (2 weeks a year)
3. Paid mental health week: In addition to two weeks paid time off, each full-time twelve-month employee will receive 5 additional business days off for rest and recuperation for their mental health. (Must be used as 5 consecutive business days off- time does not roll over).
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 resume and detailed cover letter to: careers@morrisbrown.edu

Adjunct Faculty

Areas: Accounting, Business, Computer Science, Economics, English, Esports, Finance, History, Hospitality, Humanities, Human Resources, Mathematics, Music, Psychology, Project Management, Quantitative Methods

Adjunct Faculty members teach college courses for undergraduate students: Teaches one or more subjects in which faculty member holds at minimum a master's degree or 18 graduate hours within prescribed curriculum- **Terminal degree preferred.**

The Appointee is required, among other things, to teach a minimum of one-two course per semester *as assigned*, undergo classroom observations, advise students, attend department and college faculty meetings, carry out committee assignments, support student activities, and may attend College ceremonies and other activities held at the College. The Appointee is also required to maintain appropriate course and student records and keep office hours as determined by Morris Brown College.

Specific Job Duties:
1) Teaches/conducts college courses for undergraduate students: Teaches one or more subjects.
2) Prepares and delivers exciting lectures to students; stimulates class discussions using textbooks, and other teaching materials.
3) Compiles, administers, and grades examinations.

Salary:

MORRIS BROWN COLLEGE
FY 2022-2023
ADJUNCT PAY AND PRORATION SCHEDULE

STANDARD COURSES					
Students	Credit Hours				
Students	1 hr	2 hr	3 hr	4 hr	5 hr
8 or less	460	920	1,380	1,840	2,300
9	613	1,227	1,840	2,453	3,067
10 or more	767	1,533	2,300	3,067	3,833
30 or more	1,000	2,000	3,000	4,000	5,000

**OML COURSES	
Students	Credit Hours
Students	3 hrs
3 or less	460
4	613
5	767
15 or more	1,500

Consider the appropriateness of the attached schedule which is based on $2,300.00 for instructing three credit hours for a regular semester with at least 10 CLEARED students enrolled. Otherwise, if fewer than 10 cleared students are enrolled, then the pay will be prorated.

**For OML instructors, the attached schedule is based on $767.00 for instructing three credit hours for an 8-week term, with at least 5 CLEARED students enrolled. Otherwise, if fewer than 5 cleared students are enrolled, then the pay will be prorated.

Also, if the course carries semester credits different from 3 semester hours, then the instructor's pay will be prorated.

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Federal Work-Study Student Assistant(s) for:

1. Office of the President
2. Enrollment & Admissions
3. Esports Lab

Overview:
This position provides support to the assigned department. The Student Assistant reports to the Department Leader. There is a student GPA requirement of 2.5.

Job duties
Job duties for this role include (but not limited to) the following requirements as demonstrated in TRACS accreditation requirements, Financial Aid Guide/Policies and Procedures handbook, and state requirements with The Georgia Nonpublic Postsecondary Education Commission (GNPEC):

- Must be customer service oriented. Ability to work with diverse population of students, parents, and staff, in person, over the phone and through email.
- Basic Office Skills: Customer Service, filing, data entry, operate a copier, fax, scanner, etc.
- Must be dependable/reliable, ability to take initiative
- Must have excellent verbal and written communication skills
- Follow Office standards including appropriate dress
- Ability to work with and maintain confidential information

Professional Knowledge
- MS Office
- Data Entry
- Excellent Organizational Skills
- Work as part of a team
- Be a self-starter

Service Excellence
- The FWS Student Assistant will work collaboratively with other administrators and department leaders.
- Other duties as assigned by the Department Leader.

FWS Student Assistant: **Part-time; 28 hours per week position maximum.** Working hours will occasionally include evenings and weekends during peak periods including registration.

To apply, send resume and detailed cover letter to:
parlar.halley@morrisbrown.edu

Facilities & Campus Grounds Technician

Overview
This individual is responsible for ensuring facilities and equipment are ready for regular business and special events and all utilities function properly.

Job duties

Schedule and supervise maintenance repair work and assist with checking installation and servicing building equipment

Assist Director of Campus Operations with oversight of the security of buildings and grounds

Monitoring the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor spaces, spaces surrounding the college campus.

Performing routine maintenance on facilities and making repairs as needed.

Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff.

Inspects and performs maintenance on assigned equipment and facilities.

Maintains the inventory, storage, and distribution of equipment.

Provides recommendations for purchases of new equipment.

Performs other related duties as assigned.

Qualifications
1. High School Diploma or equivalent
2. Five years of experience in facilities maintenance

32 hours per week position

Salary: $16.67 per hour

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