



JOB OPENINGS

MORRIS BROWN COLLEGE
ATLANTA, GEORGIA

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

To apply, send resume and detailed cover letter to: careers@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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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