



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, Public Speaking, 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

Campus Maintenance Worker

We are looking for a reliable, skilled maintenance worker to perform essential upkeep tasks throughout our facility. In this position, you will be responsible for a wide variety of activities such as repairs to ensure that our facilities are functional. Being reliable and self-motivated with a keen eye for detail is essential in this job, as the ideal candidate will have significant work experience and solid technical knowledge. You should have the manual dexterity and physical stamina necessary for this work.

Maintenance Worker Duties and Responsibilities

Perform minor fixes, such as repairing broken locks, damage to walls, etc.
Install necessary appliances and equipment as needed.

Check control panels and electrical wiring to identify issues.

Complete regular maintenance tasks, such as replacing light bulbs.

Inspect and troubleshoot various equipment and systems.

Test the functionality of the facility's safety systems.

Collaborate with a team of workers and other professionals during renovations and facility expansions.

Report to facilities or maintenance manager regarding issues resolved, those needing attention, and those currently in progress.

Other maintenance duties as assigned.

Maintenance Worker Requirements and Qualifications

High school diploma or equivalent

Proven experience as a maintenance worker or other similar position, preferably in a corporate setting

Basic working knowledge of HVAC, plumbing, and electrical systems.

Experience working with tools, including hand and electrical tools.

Successful completion of on-site apprenticeship training required.

Ability to read and utilize technical manuals and drawings.

Excellent communication and interpersonal skills.

General passion for creative problem-solving.

\$16.67/hour- Part-time as needed

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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