



Morris Brown College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: info@tracs.org], having been awarded Accredited Status as a Category II institution by the TRACS Accreditation Commission on April 26, 2022. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

JOB OPENINGS

MORRIS BROWN COLLEGE
ATLANTA, GEORGIA

Assistant Vice President for Institutional Effectiveness and Title III Director

Overview:

The Assistant Vice President for Institutional Effectiveness and Title III Director is responsible for overall institutional data collection projects, coordinating a comprehensive system of Program Reviews that contribute to the mission and strategic goals of the institution, providing guidance and data support for student learning outcomes assessment, project management, planning and implementation, maintenance of records, communication/reporting, personnel and budget management, evaluation, and compliance for the Title III grant. This role will report directly to the President with a dotted line reporting structure to the Provost & Senior Vice President for Academic Affairs. The person will possess strong knowledge of grant development and administration; strong written and verbal communication, and organizational skills; ability to work with students, faculty, staff, administration, and outside agencies; strong presentation skills; self-motivation; accountability; and able to provide vast leadership. Ability to track data, outcomes, and present information in compliance with federal requirements.

General Duties:

- Collect, analyze, and distribute high quality institutional research; oversee the development and implementation of all aspects of the Title III grant.
- Consult with departments on research projects to ensure legitimacy and rigor of data.
- Provide guidance and data support for student learning outcomes assessment.
- Support accreditation reporting as needed.
- Ensure that policy decisions are made with information and research gained from routine assessment.
- Support college strategic planning and its implementation.
- Ensure that the Title III program operates in compliance with all terms and conditions of the grant and all federal regulations.
- Conduct professional development for staff and faculty to create a sequence of points of service/connection for improved wraparound and continuous student support.
- Work to secure funding for continuation of Title III grant in the future by assisting in the grant writing process.
- In collaboration with Human Resources and appropriate committees, lead the hiring process for grant-funded personnel.

- Assist the external evaluator and the internal monitoring team in ongoing formative and annual summative project evaluation.
- Develop monitoring and evaluation plans for project goals and objectives, ensuring continuous improvement and maintaining high accountability for project outcomes.
- Lead the Institutional Research department to create a data collection system for reporting and tracking.
- Collaborate effectively with senior leaders, Department Chairs, Grants Office, Directors, and other important constituents on campus;
- Other duties as assigned by the President.

This role has several responsibilities, but the greatest priorities are Institutional Data, Title III, Learning Outcome Assessment, Program Review, Strategic Planning, and Accreditation.

Qualifications:

- Doctorate degree required.
- A minimum of two-three years of progressive experience in institutional data collection projects and/or Title III administration.

Salary: Up to \$90,000 annual salary

To apply: Please send detailed cover letter and resume to careers@morrisbrown.edu

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 currently)
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)

Career Service Coordinator

Overview:

Direct and manage college career services as it assists all students, alumni, and employer clients in the development of career education, career identification and search, and pursuit of employment opportunities (to include college internships) commensurate with formal academic pursuits. Continually expand the client/user base and scope of services to ensure provision of the widest array of services possible to the broadest mix of academic and corporate clients.

General Duties:

- Develops new contacts with external organizations for the purpose of expanding employment opportunities for students and alumni.
- Reviews and supervises the on-campus recruitment and interviewing processes as well as resume referral and job-listing services for current students as well as alumni. Coordinates and supervises staff professional development activities and training relative to student employment and internships.
- Closely coordinates communication with department chairs and other faculty to ensure that the career services department is meeting the needs and desires of the academic departments.
- Provides career advising expertise to students and alumni regarding the job-search process, interviewing, resume, and letter writing, and all other facets of career planning. Conducts workshops, seminars, and other presentations to student, faculty, employer, and alumni groups.

Qualifications:

- Bachelors' degree required (master's degree preferred) in a discipline directly related to business, staffing, employment, career development and planning, or human resources.
- A minimum of two-three years of progressive experience in human resources and career services.

Salary: Up to \$45,000 annual salary

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Assistant Registrar/Veterans Specialist

Overview:

The Assistant Registrar/Veterans Specialist works directly with the Registrar who serves as the custodian of the records for students and ensures compliance with FERPA and other regulatory bodies. This person supports maintaining 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, maintaining the student catalog, determining students' graduation eligibility, planning commencement activities, and preparing information such as honors lists, transcripts, and class rankings.

Moreover, this person processes VA certification and compliance for all students using GI Bill benefits, monitors enrollment, scholarships, tuition and fees, graduation, and student academic progress reports. Reviews all financials as they relate to the GI Bill.

Qualifications:

- Bachelor's Degree required.
- A minimum of two-three years of progressive experience in registrar office at an institution of higher education, with significant level experience in these areas.

Salary: Up to \$45,000 annual salary

To apply: Please send cover letter and resume to careers@morrisbrown.edu

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6. Disability & life insurance available
7. Some flexible scheduling with President approval (including work from home)
8. Professional development opportunities (provided by the college)
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Accounts Receivable & Student Account Specialist

Minimum Qualifications:

- **Education:** Bachelor's degree in Business, Accounting, Banking, Finance, or related field from an accredited institution
- **Experience:** Three (3) years of relevant financial experience dealing with Student Accounts
- Requires knowledge of accounting, internal controls and cash management, excellent verbal/written communication skills; and proficiency with

Overview:

Reporting to the Chief Financial Officer (CFO) and/or designee, the Accounts Receivable & Student Account Specialist is an important part of the finance team and a collaborative partner in meeting various institutional goals and objectives. Additionally, the Accounts Receivable & Student Account Specialist will demonstrate, by example, a clear commitment to providing excellent customer service. Moreover, the Accounts Receivable & Student Account Specialist will ensure full compliance with all federal and state Title IV regulations and reporting.

The Student Accounts Specialist reports to the Controller.

Job Responsibilities:

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):

- Manage the day-to-day cash and accounts receivable related activities for the College.
- Perform and report to the Controller the cash projection and cash position for the College daily; provide general analytical expertise, and assistance.; supervise the daily cash activities; and work closely with the Controller to ensure cash projections are updated regularly.
- Responsible for day-to-day cash related activities for the College, reporting, reconciliation, and problem resolution.
- Responsible for ensuring transactions to student accounts are performed accurately and timely.
- Ensure timely disbursement of student stipends based on Title IV guidelines.
- Maintain the Student Aging to ensure charges are assessed and payments are properly applied and provide analytical procedures regarding student accounts and other receivables.
- Manage the activities of internal and external collection activities and implement strategies to reduce account receivable balance.
- Produce monthly status reports of collections activity and cash collections.
- Provide monthly status reports of department activities to CFO.
- Communicate budget recommendations to CFO to ensure effective and efficient operations.
- Perform year-end analysis, reasonableness, and allocations for Accounts Receivable, Revenue and Allowance Accounts
- Provide support for External Auditors during year-end close and Internal Auditor requests.
- Ensure proper billing, notification and follow-up to students and other external agencies regarding outstanding receivable balance.
- Ensure monthly reconciliations of accounts receivables, direct loans, institutional loans, and other A/R related accounts.
- Perform other related duties incidental to the work described herein.

- Work closely with the Financial Aid, Registrar, Admissions, and other departments to collaborate and increase efficiencies and establish effective processes and controls.
- Create and maintain a customer service culture, program, orientation and focus for assigned areas.
- Perform other duties incidental to the work described herein.

Knowledge, Skills and Abilities

- Strong knowledge of accounting principles
- Experience in accounting/billing or financial aid in an education environment
- Strong organizational skills
- Advanced skill in Microsoft Office/Excel
- Must be familiar with college payment, billing, and refund policies, institutional and FERPA confidentiality regulations; and Federal Title IV cash management regulations.

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

Salary: Up to \$45,000 annual salary

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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		
	1 hr	2 hr	3 hr	4 hr	5 hr		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		
<p>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.</p>									
<p>**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.</p>									
<p>Also, if the course carries semester credits different from 3 semester hours, then the instructor's pay will be prorated.</p>									

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

Drone Technology Adjunct Faculty

BUS-ES 303

Introduction to Unmanned Aircraft Systems (Part 107)

This course is designed to aid participants in preparing for the Part 107 licensure examination. The course comprehensively covers Part 107 content and provides clear distinctions between commercial and hobbyist flying. Upon successful completion of the course, students will be equipped to pilot unmanned aircraft in compliance with federal, state and local laws/regulatory guidelines.

BUS-ES 304

Commercial Drone Operations

This course provides more extensive knowledge of commercial drone operation. In addition to piloting concepts and regulatory policies, the course also integrates several business components including business plan development, the art of marketing and selling commercial services, insurance and liability topics and privacy/data concerns. Project-based by design, the course culminates with the development of a business plan inclusive of written marketing and branding strategies.

BUS-ES 305

Fundamentals of FPV and Drone Racing

This course is designed to provide foundational knowledge of first-person view (FPV) and drone racing. The fast-paced, highly interactive experience is designed to provide theoretical and practical knowledge of the technological, mechanical, and legal aspects of the field so that trainees leave prepared to actively engage in the competitive sport. The course will be taught in a hybrid fashion including asynchronous lectures coupled with in-person project-based learning experiences.

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

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