



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

Director, Center for Teaching, Learning and Innovation

Overview:

The Director, Center for Teaching and Learning (CTLI) is responsible for providing leadership and support for faculty and students. The Director develops and implements a cohesive comprehensive program that includes, but is not limited to: excellence in teaching, the scholarship of teaching and learning, and academic support for students. Director, CTLI will manage the space in which faculty and students come together from various disciplines and change ideas about teaching and learning and create a culture of excellent teaching and learning.

RELATIONSHIPS AND CUSTOMERS – *(In addition to Morris Brown College Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations, and agencies.*

Quality Matters	Learning Management System (LMS) Vendor(s)
Accudemia	Academic Center Management System

General Duties:

- Provides leadership and planning for all instructional and curricular development activities designed to support the College’s faculty community.
- Fosters collaboration among various units which support effective teaching and learning on campus through a variety of instructional modalities.
- Director of the CTLI will be responsible for directing and implementing reasonable accommodations and services for students with disabilities under the mandates of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act of 1990 (as amended).

- Responsible for designing and managing the data information system, directing and evaluating program activities, developing disability awareness curricula for faculty and staff, maintaining a caseload of students, and collaborating with all areas of the college.
- Provides assistance, support, and instruction of the Accademia and Quality Matters
- Plans, develops, coordinates, implements, and supervises orientation and training opportunities for full-time and adjunct faculty.
- Work with Assistant Provost to plan, develop, coordinate, implement, and supervise a variety of workshops designed to improve the use of technology-enhanced teaching and learning including learning management systems and effective online teaching.
- Maintains a vision and current knowledge of teaching excellence grounded in educational research and expertise.
- Works across functional areas to leverage resources to implement strategic goals related to Institutional priorities.
- Prepare Teaching and Learning activities in an academic setting for faculty and students.
- Prepares equipment and supplies for all workshops.
- Maintain supply inventory for faculty and students.
- Maintain faculty and student records for institutional reporting purposes.
- Maintain the colleges tutoring program.
- Provides input on student progress.
- Ensure that the Title III program operates in compliance with all terms and conditions of the grant and all federal regulations.
- Budget management for Title III, Activity 1.

Qualifications:

- A minimum of two-three years of progressive experience in faculty and academic support in post-secondary education.
- Master's degree in education/special education, higher education administration, college student personnel, counseling, social work, psychology, or related field with a minimum of three years professional experience providing direct service to students with a wide range of disabilities within a postsecondary institution.

Salary: Up to \$60,000 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
5. Sick & bereavement leave
6. Disability & life insurance available

7. Some flexible scheduling with President approval (including work from home 1 day a week)
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

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).
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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
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

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