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.)*

<table>
<thead>
<tr>
<th>Quality Matters</th>
<th>Learning Management System (LMS) Vendor(s)</th>
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<tbody>
<tr>
<td><strong>Accudemia</strong></td>
<td>Academic Center Management System</td>
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**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 Accudemia 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; doctorate degree preferred.

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
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)

**Director Community Standards & Career Development**

**Overview:**
The Director, Community Standards and Career Development is responsible for fostering formation, character development, and personal growth among the students at Morris Brown College. The Director of the CSCD also implements the Student Code of Conduct as it is outlined in the Student Handbook. The Director of the CSCD is responsible for sound career advising support to assist students in planning a career, through advisement, internship coordination, and by staying knowledgeable of current employment, economic and industry trends and for connecting students to campus and community services in support of career goal attainment. The Director coordinates career events and series, meets with student regularly for mentorship, offers students correction and accountability necessary for personal and career growth, and joins in the events and activities that make up the life of the College.

**General Duties:**
- Develops and implements a formation program on campus to promote students' virtue and personal and career growth.
- Works with student leaders to address pressing issues on campus.
- Regularly attend activities and events on campus.
- Responsible for organizing Schedules and directs student forums or off campus living meetings when necessary.
- Acts as chaperone at major events and activities.
- Periodically identifies and coordinates speakers to come to campus to address the student body on topics relating to personal and career formation.
- Responsible for the enforcement of the Student Code of Conduct.
- Mainly responsible for discipline and high-level Code of Conduct violations on campus in coordination with the Vice President of Enrollment & Student Affairs.
- Works with the Vice President of Enrollment & Student Affairs on matters regarding off campus housing and the Director of Campus Life and Student Retention.
- Serves as the Title IV Coordinator.
- Serves on the Judiciary Board as a nonvoting member.
- Maintains appropriate records and correspondence relating to the Enrollment & Student Affairs Department.
- Participates in New Student Orientation to educate students on formation opportunities and conduct policies.
• Maintains working relationship with local authorities and the community regarding student behavior off campus.
• Responds to student emergency situations as they may occur.
• Ensures compliance with relevant policies, procedures, professional standards, laws, and national trends as applicable.
• Provides comprehensive career planning services to students using effective communication techniques with various modes of technology, to encourage and guide students to define and develop realistic goals.
• Develops, updates, and implements career development activities that support programs in exposing students to opportunities in their career field, including focusing on career, continuing education, and certification, providing recent completers with job leads and career opportunities, and for ensuring program participants have a documented plan prior to program completion.
• Engages students in career planning assessments, and assists students in developing a career plan, provides mock interview support and training to build a resume, complete an application for employment, and search for a job and interview; connects students with appropriate internship, externship, or job shadowing opportunities.
• Participates in annual commencement ceremony, ongoing departmental training and cross-training activities to ensure an understanding of the colleges programs, curriculum, graduation requirements, policies, and procedures, and resources and services available to students.
• Assists instructors with information tracking and best practices for partner relationship building related to clinicals, internships, externships, and job shadowing, including building and nurturing partnerships with business and industry.
• Fosters positive relationships with community leaders, including business owners, non-profit organization representatives, and high school personnel to create opportunities for students to be connected with work and internship experiences.
• Plans and implements an annual on-campus and/or virtual career fair.

Qualifications:
• Master’s degree preferred. Bachelor’s degree required
• A minimum of three-five years of progressive experience in student support services in education.

Salary: Up to $55,000 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
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)

**Assistant Registrar/Veterans Specialist**

**General Duties:**
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 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:**
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