



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).

Morris Brown College is committed to providing equal employment opportunities to all qualified individuals without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by applicable law. We strive to foster an inclusive work environment that values diversity and promotes equal opportunity for all.

JOB OPENINGS

MORRIS BROWN COLLEGE
ATLANTA, GEORGIA

Special Assistant to the President

Overview:

The Special Assistant to the President performs and manages various associated administrative, special projects, grants, fiscal, managerial, and staff support for the President. These activities require advanced or specialized knowledge and skills, including project management, administration and control, record keeping and management, analytical thinking, and the ability to handle multiple advanced priorities simultaneously with confidentiality, sensitivity, timeliness, and professionalism in a high-volume environment.

The Special Assistant to the President provides bold leadership in strategic planning, special projects, marketing, communications, institution improvement, sponsored projects, academic partnership initiatives, Board relations, and development.

Morris Brown College is undergoing significant transformation towards becoming a nationally recognized, globally engaged research and education enterprise. The Special Assistant to the President will be responsible for aiding the President in the fulfillment of this goal.

Job duties

1. Complete a broad variety of executive administrative tasks that facilitate the President's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence.
2. Direct small and large-scale, complex projects that may involve multiple internal and external stakeholders; coordinate internal resources and third parties/vendors for the

flawless execution of projects; strategically manage relationships with key internal stakeholders to understand their needs, align on goals and initiatives, and deliver desired outcomes; ensure that all projects are delivered on time, within scope and within budget.

3. The Special Assistant to the Office of the President is responsible for communication from the President's office. This includes creating a President newsletter, proofreading appropriate college documents, including correspondence from the President's office; sending college-wide emails on behalf of the President and applicable college committees; and representing the President in communication with other offices and stakeholders (internal and external) via electronic mail, memorandum, formal letters, in-person and virtual meetings, and telephone calls.
4. Serve on special committees as assigned.
5. Other duties as assigned by the President.

Required Qualifications

- Experience in a leadership role leading diverse teams, initiatives, or projects to meet business objectives and influence change.
- Excellent communication skills, proficient at managing time and resources; detail-oriented; ability to draw up detailed project plans and schedules; proven leadership skills; critical thinking and problem-solving skills; capable of managing crises as and when they arise; adept at negotiating internally as well as externally; ability to work in stressful environments.
- Previous senior administrative, project coordination or event support, or an equivalent office experience showcasing increasing levels of responsibility.
- Experience managing projects and activities, including events and meetings.
- High proficiency utilizing computer software such as Microsoft Office Suite, Zoom and/or Microsoft Teams, and Outlook calendaring.
- Demonstrated experience handling confidential material.
- Experience managing multiple tasks and competing deadlines while maintaining accuracy and attention to detail.
- Demonstrated competency with software such as Illustrator, Photoshop, Facebook, TikTok, Instagram, Canvas, Constant Contact, and/or Premiere.
- 5+ years of experience in project management, leadership, teams, communications,

This position description describes the essential functions and qualifications of the role as assigned by Morris Brown College. Management maintains the right to change reporting structure, assign, reassign or eliminate duties and responsibilities to this role at any time without restrictions.

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

The Special Assistant to the President reports to the College President and works with appropriate committee(s).

Salary: Up to \$70,000 annual salary

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

Benefits

1. Option to enroll- 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. Option to enroll in 403B Retirement plan
5. Sick & bereavement leave
6. Disability & life insurance available
7. Professional development opportunities (provided by the college)
8. As a non-profit, eligible for some student loan repayment/forgiveness perks
9. Spouse/children free tuition/fees waiver (after 1 year of continuous employment)
10. Family medical leave act (up to 12 weeks of unpaid & job-protected leave)
11. Potential to earn a merit incentive based on exceeding work performance goals
12. 12 paid holidays:

The College observes the following national holidays:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Memorial Day
6. Independence Day
7. Martin Luther King, Jr.'s Birthday

The additional holidays observed by the College are:

1. Day after Thanksgiving
2. Christmas Eve
3. New Year's Eve
4. Good Friday
5. Juneteenth

Department Chair- Psychology

Job duties

Overview: Tenure track, 12-month fulltime role - 2 class course load, Fall and Spring semesters only, (during the summer months, duties and responsibilities may be performed remotely); department administration duties; academic advising duties.

Job duties for this role include (but are not limited to) the following requirements as seen in the TRACS accreditation requirements, the board approved faculty handbook, administrative policies handbook, and state requirements with the Georgia Nonpublic Postsecondary Education Commission (GNPEC):

1. The Department Chair will provide compelling leadership for the personnel and academic program of MBC's undergraduate college in the liberal arts tradition; The Department Chair works with the faculty to maintain a strong and coherent system of faculty governance, designed to ensure faculty input and accountability within a Christian education institution; As an AME college, the Department Chair will be responsible for the integration of Christian values, faith, learning, work, and service into the curriculum under the supervision of the Vice President for Academic Affairs (VPAA).
2. The Department Chair will participate in a tenure process working towards Full Professor as represented by documents on file; The Department Chair will use a new Faculty Information System i.e., Portfolium, Interfolio, Google Sites, Live Binder, Lyterati, or Box that allows the management, sharing, updating and assessment of information regarding an institution's faculty members; through the MBC faculty tenure process, the Department Chair will participate and promote the College's efforts to expand its scholarly capacity; the Department Chair will work closely with the faculty in recruiting and supporting research-active faculty who are also excellent teachers.
3. The Department Chair will teach a minimum of two courses per semester *as assigned*, lead departmental faculty, work with the VPAA to conduct classroom observations, advise students, attend department and college faculty meetings, carry out committee assignments, support student activities, and attend College ceremonies and other activities held at the College.
4. The Department Chair will maintain appropriate course and student records and keep office hours as determined by Morris Brown College; the Department Chair will evaluate transfer transcripts to award appropriate MBC credit in collaboration with the Registrar/Provost.
5. The Department Chair will provide administrative oversight of instructional programs; academic planning, curricula, and scheduling; working with the Provost, the Department Chair will support the provost in the effective launch of Morris Brown College Online and distance learning through instructional technology platforms including Populi; The Department Chair and their faculty must become certified to teach online through the Executive Director of Online Learning.
6. The Department Chair will be responsible for leading his/her department and academic

affairs and priorities as associated with becoming fully accredited through the Transnational Association of Christian Colleges and Schools (TRACS) and meeting state requirements with The Georgia Nonpublic Postsecondary Education Commission (GNPEC) including yearly renewals.

7. The Department Chair will support the provost in the assessment, evaluation, and improvement of academic programs, achievement of learners, quality measurement tools, and accreditation in his/her respective program including online programs; The Department Chair is responsible for working closely with the VPAA, the President, other Department Chairs, faculty, and the academic committee of the Board in fostering a vision and plan for further development of existing academic programs.
8. The Department Chair will support the provost in accreditation and assessment.
9. The Department Chair will attend faculty meetings; additionally, The Department Chair will support the provost with ensuring 100% (twice a year) faculty classroom observations and evaluation of all faculty.
10. The Department Chair will support the provost in the hiring and leading and/or delegation of the training and development of all faculty; responsible for ensuring receipt of all accreditations required documents including transcripts and other credentials and records.
11. The Department Chair will support the Provost in monitoring faculty credit hour production by reviewing, revising, and approving faculty course loads and office-hour schedules; The Department Chair will support the Provost in providing strategic vision and leadership for the improvement of Georgia Nonpublic Postsecondary Commission on Education (GNPEC) and Transnational Association of Christian Colleges and Schools (TRACS) curriculum and new program development, academic policy development, assessment, staffing/scheduling for the academic programs of the College and will assure timely and effective instructional program review.
12. The Department Chair will support the provost in leading student retention efforts from an academic perspective and work with college retention teams to meet retention goals as set forth in the TRACS approved college objectives.
13. The Department Chair will support the Provost in recruiting, hiring, and developing a group of outstanding, diverse, promising, and distinguished faculty members; The Department Chair will support the Provost in the direction of the pursuit of excellence in undergraduate and professional education in faculty scholarship and research, develop academic programs that advance the common good, enhance MBC's national reputation, city, and regional impact, and reflect the Colleges' commitment to its core values including community service.
14. The Department Chair will support the provost in strategically allocating current resources and developing new resources to meet the college mission, vision, and strategic plan by advancing research and supporting faculty through a revived tenure process for accomplished teacher-scholars.
15. The Department Chair will be responsible for his/her department; The Department Chair will support the provost with school assessment as required by TRACS and GNPEC; The Department Chair will use modern tools and technologies to analyze data and trends to solve problems and create action plans.

16. The Department Chair will support the provost in revising and improving all academic policies including but not limited to the College Catalog and Faculty Handbook.
17. The Department Chair will teach and produce scholarship which includes the following:
 - a. Invited research symposia and conferences at State, Regional, National, or international meetings
 - b. Poster presentations at State, Regional, National, or international meetings
 - c. Podium Presentations at State, Regional, National, or international meetings
 - d. Peer-reviewed publication of
 - Book reviews
 - Letters to the editor
 - Case-report or case-series publications
 - Review or systematic review articles
 - Original research articles
 - Book Chapters
 - Books
 - e. Serving as a manuscript or book reviewer for peer-reviewed publication
 - f. Pursuing and/or obtaining extramural funding for scholarly activities.
 - g. Development of programming for educational or research purposes (Peer reviewable).
18. Other duties as assigned.

Qualifications:

- Doctorate degree required.
- A minimum of three-five years of progressive experience in higher education administration/teaching.

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

Salary: Up to \$65,000 with benefits depending on experience

Benefits

1. Option to enroll- 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. Option to enroll in 403B Retirement plan
5. Sick & bereavement leave
6. Disability & life insurance available
7. Professional development opportunities (provided by the college)
8. As a non-profit, eligible for some student loan repayment/forgiveness perks

9. Spouse/children free tuition/fees waiver (after 1 year of continuous employment)
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9. Good Friday
10. Juneteenth

Registrar

Job Duties

The Registrar serves as the custodian of the records for students and ensures compliance with FERPA and other regulatory bodies. This person maintains 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.

The Registrar provides bold leadership in strategic planning, management, enrollment management, academic program development and review, academic technology improvements within using Populi effectively, partnership initiatives, and faculty development.

Furthermore, the Registrar will be responsible for supporting all academic/enrollment affairs and priorities as associated with being fully accredited through the Transnational Association of Christian Colleges and Schools (TRACS) and yearly renewal with The Georgia Nonpublic Postsecondary Education Commission (GNPEC).

Morris Brown College is undergoing significant transformation towards becoming a nationally recognized, globally engaged research and education enterprise. The Registrar will assist in the fulfillment of this goal.

The Registrar works closely with Academic Affairs, Institutional Effectiveness, and Enrollment Management. The Registrar reports to the Provost and Senior Vice President of Academic Affairs.

Specific Job duties

Job duties for this role include (but not limited to) the following requirements as demonstrated in TRACS accreditation requirements, board approved policies and state requirements with The Georgia Nonpublic Postsecondary Education Commission (GNPEC):

1. The Registrar will preserve the integrity, accuracy, and privacy of all academic records, and to efficiently distribute these records in full compliance with applicable policies, laws, and regulations.
2. The Registrar will serve as the custodian of the records for students and ensure compliance with FERPA and other regulatory bodies (i.e. TRACS, GNPEC, Department of Education etc.).
3. The Registrar will process graduation audits and evaluations of student records to ensure that general education and specific program requirements are completed before conferring degrees, certificates, and diplomas; review and make decisions about student records when conflicts arise.
4. The Registrar will monitor all enrollment activities in partnership with other departments including working closely with the VPAA, Department Chairs, Director of Online Learning, Enrollment, and other staff.
5. The Registrar will monitor the accuracy and consistency of evaluation of transcripts from accredited colleges and universities in the United States and other countries; award elective or equivalent credit for eligible courses, as appropriate.
6. The Registrar will work with the Office of the Vice President of Academic Affairs to plan and coordinate the Commencement ceremony; issues diplomas and certificates after a final graduation audit.
7. The Registrar will hear and resolve appeals regarding graduation issues, grade changes, academic probations and dismissals, grade point averages, course equivalencies, transfer credit, and credit from foreign colleges.
8. The Registrar will provide and present reliable information to the Provost, Department Chairs and faculty regarding grades, incompletes, articulation, degrees and certificates, advising issues, publications, and transfer of courses.
9. The Registrar will use Populi and other existing programs for all functions related to the Registrar office including student grades, tracking transfer rates, graduation rates, withdrawals, course completions, degree audits, and program completions.
10. The Registrar will work with the Academic Affairs to monitor student absences and develop a proactive system of informing students who are not attending classes or are making unsatisfactory progress about counseling and tutoring services, as well as the

potential negative impact of financial aid funding once accredited.

11. The Registrar will develop, design, and implement various procedures and processes to increase department efficiency and effectiveness; The Registrar will be responsible for the input of enrollment data; establish and maintain automated records and files; assures accuracy and completeness of input and output data related to Admissions and Records transactions.
12. The Registrar will monitor and maintain the degree audit process and implement procedures that will enhance the student experience.
13. Other duties as assigned by the Provost or the President.

• Bachelor's Degree required; Master's preferred. • A minimum of three-five years of progressive experience in registrar office at an institution of higher education, with significant level experience in these areas. • Significant direct supervisor experience and administrative leadership of multifaceted operations involving numerous professional, students and support personnel.

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

Salary: \$47,000- \$51,000 with benefits depending on experience

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

Benefits

1. Option to enroll- 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. Option to enroll in 403B Retirement plan
5. Sick & bereavement leave
6. Disability & life insurance available
7. Professional development opportunities (provided by the college)
8. As a non-profit, eligible for some student loan repayment/forgiveness perks
9. Spouse/children free tuition/fees waiver (after 1 year of continuous employment)
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15. Juneteenth

Adjunct Faculty Pool:

Areas: Accounting, Business, Computer Science, Drone Technology 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