



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

Department Chair- Music

***Role to commence July 2024**

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

Full-time in person role- 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)
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. Twelve 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:

8. Day after Thanksgiving
9. Christmas Eve
10. New Year's Eve
11. Good Friday
12. Juneteenth

The additional holidays observed by the College are:

- 13. Day after Thanksgiving
- 14. Christmas Eve
- 15. New Year's Eve
- 16. Good Friday
- 17. Juneteenth

Executive Director of Online Learning & Educational Technology

The Executive Director of Online Learning & Educational Technology is responsible for working with faculty and staff to lead and manage the College's Educational Technology Programming, online courses and robust suite of programs, including: evaluating and recommending innovative concepts, technologies and delivery modes of online, hybrid learning; and classroom technology, ensuring the exemplary quality of online courses; ensuring all accreditation and regulatory requirements; aligning efforts with College's academic priorities, mission, branding, and institutional learning outcomes; collaborating with academic departments, faculty, and staff; knowledge of accessibility and ADA requirements; facilitating and recommending related professional development for online faculty; and serving as the key point of contact for our online partner.

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.

Engineerica, Accudemia	Academic Center Management System
Populi	Student Management System and LMS
D2L Brightspace	LMS
NC SARA	Distance Education Regulatory Agency

General Duties:

- Oversight of the distance learning program, learning management system, staff, and budget.
- Liaison duties between online students and College academic support services.
- Oversight of initial distance education training and continuing education for faculty; facilitate faculty development workshops in the areas of online teaching.
- Training faculty/staff on fair use and copyright laws as they relate to distance learning.
- Identifying and implementing best practices for distance learning pedagogy to ensure the quality and effectiveness of distance education course programming.
- Provide support to faculty through ongoing research on emerging technologies that may be adapted to distance learning course and program development.
- Ensure compliance with accreditation standards for distance learning.
- Direct operations of the College's online programs (scheduling, student support, faculty coordination, scheduling, College-wide services - ITS, registrar, enrollment processing).

- Manage college's relationships and projects with third party service providers for online education programs
- Develop and implement strategic plans and policies for online learning, perform yearly program assessments, and provide ongoing budgetary analysis
- Identify and research new revenue streams for the College and enhanced educational experiences for students relating to online programming.
- Collaborate with and Advise Department Chairs or other Supervisors to ensure the following: the instructional quality of courses/programs; assessment of faculty teaching styles and use of appropriate pedagogy and andragogy; and identify areas of weakness in courses/programs and employ strategies for improvement.
- Build strong working relationships with internal and external stakeholders; evaluate recruitment success; enhance the regional, national and international reputation of the College through marketing and recruitment efforts.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA *guidelines* and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

Qualifications:

The ideal candidate should have a Master's degree in Instructional Design, Educational Technology or a related field, demonstrated expertise in effective and innovative pedagogical application of technology to online/hybrid course delivery including use of instructional design principles, direct experience with adaptation of curriculum to an online/hybrid format, demonstrated leadership in managing online/hybrid delivery programs in a Learning Management System, experience with collaborative leadership of an organization including managing online/hybrid initiatives, experience with market analysis, strategic planning, and online marketing of educational programs, experience with program assessment and data-based reporting, excellent oral and written communication skills, and excellent customer service and interpersonal skills.

- Master's degree required.
- A minimum of two-three years of progressive experience in instructional design, educational technology or related field.

Salary: Up to \$80,000 annual salary

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

Full-time in person role- 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)
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. Twelve paid holidays:

The College observes the following national holidays:

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Student Success Coach and Academic Advisor

Overview:

Student Success Coaches advise Morris Brown Students throughout their collegiate careers from matriculation to graduation. The Student Success Coach position extends beyond the traditional academic advising philosophy and is designed for a new institutional and curricular model. As part of the Academic Affairs team, coaches are integrally involved with many facets

of a student's academic, personal, and future professional success by providing academic coaching. In addition to advising and student advocacy, student success coaches participate in teaching, management of coach resources, professional development, and campus engagement.

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.*

General Duties:

Advising & Student Advocacy—65% Support assigned students with academic advising

Academic Advising:

- Proactively mentor students through the process of formulating a personalized education plan, utilizing a variety of academic advising strategies including one on-one, group advising
- Work closely with faculty to support students' success in and out of the classroom.
- Develop written and electronic informational materials used to advise students.
- Coach students (including academically at-risk students) on goal setting, academic success skills, and utilizing appropriate academic resources.
- Assist students in navigating college policies, procedures, and resources.
- Monitor student progress towards graduation; extract, analyze, and report on student progress utilizing available databases and resources (Populi, Accudemia, Brightspace, etc.)

Teaching and Management of Coaching Resources—30%

- In addition to teaching, student success coaches will undertake additional projects that will contribute significantly to the Advising Team. Projects will be assigned and selected based on personal interests and skills as well as institutional needs.
- Teach select section(s) of New Student Success courses; courses are centered around topics of personal development, identity development, career exploration, career decision making, development of career skills, application preparation, etc.
- Organize and manage course materials and assignments utilizing Brightspace Learning Management system.
- Collaborate with teaching team(s) to create and continuously improve curriculum.
- Manage coach duties and priorities within the advising team to provide clear direction and purpose for existing and new initiatives.

Professional Development and Campus Engagement—5%

Engage in professional development, campus-wide initiatives, and program assessment related to student learning, student success, academic advising, and the student affairs profession.

- Actively participate in Student Success Engagement and Equity unit meetings and initiatives.

Qualifications:

- Bachelor's degree required.

- A minimum of one year of relevant experience post degree completion, preferably in college-level advising, student advocacy, mentoring or coaching.

Preferred Qualifications:

- Master’s degree in student personnel and counseling, higher education administration, educational leadership, counseling, or related area
- Three or more years of relevant higher education advising experience.
- One of more years of secondary or college-level teaching experience
- Experience with development of curriculum or programming.
- Experience advising students.
- Experience tracking and interpreting data relevant to their work and using that information for work and process improvement.
- Familiarity with student records databases and electronic
- A commitment to knowledge creation and research in higher education
- The desire and ability to work in a collaborative, team environment.
- A demonstrated commitment to diversity and equity and advanced intercultural competencies
- The ability to learn and disseminate detailed information using a high level of interpersonal skills.
- Excellent oral and written communication skills

Salary: Up to \$55,000 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
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7. Professional development opportunities (provided by the college)
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Enrollment Specialist

SUMMARY

This position is responsible for the recruitment, advisement, admission, and matriculation of prospective students to Morris Brown College. This position is primarily responsible for increasing incoming freshman, online, and transfer student enrollment to the college. This position is expected to present the college in a positive and effective manner. The Enrollment Specialist must be able to effectively convey to a diverse constituency the features and benefits of Morris Brown College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accurately process applications for admission ensuring federal, state, and college policies are followed.
- Evaluate required documents including transcripts, standardized test scores, and other academic records to determine admissions eligibility.
- Provide accurate and timely notification of admissions decisions and other information prior to, during, and after the admissions process is complete.
- Advise prospective students by providing individualized assistance with identifying educational goals, major selection, and assessment of entry-level skills, scholarships, and financial aid planning. Correspond with students providing guidance, resources, or referrals to other college resources.
- Recruit new and returning students to the college by providing accurate and timely information regarding admissions policies to prospective students, parents, high school counselors, teachers, and administrators.
- Represent the college at high schools, community colleges, college fairs, campus tours, and other public functions. This includes making presentations and speaking about the college to prospective students and parents in order to achieve enrollment goals.

- Conduct campus tours and provide knowledgeable and professional representation of the college with students during tours, open house and other campus events.
- Advise prospective and current students on general admission documents and processes.
- Assist with planning and executing college recruitment events, programs, and campaigns.
- Advise the Associate Vice President for Enrollment Management and/or other senior leaders on significant matters and support other members of the office in their goals and operational purposes.
- Interpret and ensure compliance with college admission policies regarding all aspects of student admissions, including student files.
- Perform other duties as assigned.

ADDITIONAL PERFORMANCE RESPONSIBILITIES (FUNCTIONS, DUTIES)

1. **Attendance and Dependability:** Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. **Communication and Contact:** The employee communicates effectively and professionally both verbally and in writing with superiors, colleagues, and individuals inside and outside of the college.
3. **Relationships with Others:** The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the college. The employee exhibits a professional manner in dealing with others and works to maintain a constructive working environment.
4. **Safety:** Employee works safely, attends safety training offered/required, and follows appropriate safety rules and regulations.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE

REQUIRED:

- Bachelor's Degree required
- A minimum of two years of progressive experience in recruitment and admissions at an institution of higher education
- Direct experience within multifaceted operations involving numerous professional, students and support personnel
- Some nights and weekends work maybe required
- Some travel may be required.

Salary: Up to \$45,000 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)
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Coordinator, Center for Teaching, Learning and Innovation

Overview:

The Coordinator, Center for Teaching and Learning (CTLI) is responsible for providing leadership and support for faculty and students. The Coordinator 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. Coordinator, 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.*

General Duties:

- Fosters collaboration among various units which support effective teaching and learning on campus through a variety of instructional modalities.
- Provides assistance, support, and instruction of Accudemia.
- 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 settings 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, mentoring and advocate 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:

- Master’s degree required.
- A minimum of two-three years of progressive experience in faculty and academic support in post-secondary education.

Salary: Up to \$50,000 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)
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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

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
ADJUNCT PAY AND PRORATION SCHEDULE**

STANDARD COURSES					
Students	Credit Hours				
Students	1 hr	2 hr	3 hr	4 hr	5 hr
8 or less	460	920	1,380	1,840	2,300
9	613	1,227	1,840	2,453	3,067
10 or more	767	1,533	2,300	3,067	3,833
30 or more	1,000	2,000	3,000	4,000	5,000

****OML COURSES**

766.67

Students	Credit Hours
Students	3 hrs
3 or less	460
4	613

15 or more	1,500
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APPLIED MUSIC COURSES

766.67

Students	3 hr
3 or less	1,380
4	1,840
5	2,300

15 or more	3,000
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To apply, send resume and detailed cover letter to: careers@morrisbrown.edu

Federal Work-Study Student Assistant(s) for Various Departments including:

- 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