



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

Executive Vice President for Institutional Advancement & Chief Fundraising Officer

Reporting directly to the President, the Executive Vice President for Institutional Advancement & Chief Fundraising Officer will serve as a member of the President's Cabinet and oversees the College's Development, Alumni Affairs, and Communications offices; responsible for implementing a vision to increase major gifts capacity and work toward an organized fundraising campaign. This key leadership position will play a crucial role in advancing the College's strategic goals, bringing visionary fundraising leadership marked by a solid history of increasing philanthropic support, the purposeful expansion and diversification of philanthropic revenue, extensive campaign and leadership experience, and success in soliciting and achieving significant gifts, and enhancing relationships with key stakeholders. This position will establish objectives and formulate strategies in fundraising, planned giving, corporate sponsorships, grants development, alumni affairs, public relations, communications, community relations, and marketing. The successful candidate will bring a proven record of successful fundraising, strategic planning, and team leadership within the business and/or higher education sector.

General Duties:

- Serve as the Chief Fundraising Officer for Morris Brown College; work closely with the President to develop compelling funding requests to secure financial support for the annual fund as well as the College's mission, program initiatives, strategic priorities, scholarships, and endowment.
- Lead the efforts to raise 30M for Morris Brown College.
- Serve as the chief liaison to the President on all development/fundraising strategies and efforts and serve as chief spokesperson in the area of development.
- Lead institutional advancement initiatives with a primary focus on project management strategies and execution; strategically support and execute fundraising and

development goals, employing innovative approaches to maximize donor engagement and philanthropic relationships.

- Work collaboratively across the institution to develop a framework for fundraising planning and developing a pipeline and vision for philanthropy; provide leadership to strengthen relations and increase donor support by identifying, cultivating, and soliciting existing and new major donors for capital, annual, and endowment gifts; solidify a strong alumni database; cultivate alumni and friends of the College to become donors.
- Establish and implement strategic alliances and partnerships with businesses, corporations, foundations, and social agencies that advance the College, with particular attention to economic development activities.
- Lead the development and implementation of a strategy for metrics and measurement of fundraising; develop a portfolio of prospects and manage an aggressive calendar of outreach that effectively involves faculty, staff, alumni, board members, and volunteers in the solicitation process to secure funds from the comprehensive database of prospects.
- Create an external constituency beyond alumni to ensure a diverse and robust pipeline of prospects for sustainability in fundraising to support initiatives at an institutional level; continuously improve the quality of alumni and donor data.
- Oversee and direct a strategic development communication strategy for all development communications and a social media strategy for fundraising in collaboration with other departments.
- Develop familiarity with the unique challenges and opportunities in higher education, particularly in the context of historically Black colleges and universities.

Preferred Qualifications:

- Master's degree in a relevant field; advanced degree or certification in fundraising, philanthropy, or a related area.
- Substantial experience in institutional advancement and successful fundraising and donor relations, preferably in business or a higher education setting, including experience with major gifts, campaigns, and donor relations.
- Proven record of success in securing major gifts from corporations, individuals, and foundations, and/or implementing a range of fundraising activities, including special events, proposal submissions, and individual solicitations.
- Strong leadership and management skills, with the ability to inspire and guide a diverse team.
- Strategic thinker with the ability to translate institutional goals into actionable plans.
- Excellent interpersonal skills, including flexibility, ability to communicate professionally and diplomatically with a wide variety of constituencies.
- Ability to lead and manage day-to-day department operations in a way that inspires subordinates, encourages synergistic work, and encourages personal growth.
- A commitment to the importance of data capture and data integrity with experience in CRM software (ie. Blackbaud).

To apply, send CV and detailed cover letter 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:

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:

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Executive Director of Human Resources

As the senior human resources administrator, the Executive Director of Human Resources reports to the president and provides leadership and develops, oversees, organizes, and implements all functions relative to people; providing expert consultation, organizational development support, and/or direct administration of the human resource functions. The Executive Director works collaboratively with the other members of the President's Cabinet and college community to support the mission of the college. Areas of responsibility include compensation, compliance, benefits, recruitment, training, employee engagement and labor relations, collective bargaining, and personnel/payroll functions (in collaboration with accounting office).

General Duties:

Leadership and Organizational Development

- Provide oversight for the development and implementation of comprehensive training and professional development programs to promote and maintain a skilled, engaged workforce that provides services expected of a high performing educational institution.
- Design and integrate talent management and recognition programs to attract, motivate and retain high-quality employees who contribute to a diverse and inclusive workplace.
- Create and implement initiatives that promote employee engagement and professional satisfaction.
- Evaluate, manage, and recommend long-range planning of HR related processes, policies and strategies to promote the attraction, motivation, development, and retention of people resources.
- Recommend, implement, and administer development and engagement programs including, but not limited to, new employee orientation, performance management and evaluations, professional development, and training.
- Supervise the recruitment, screening, and hiring process for all personnel, provide interview committee training, and serve in an advisory capacity in the selection of all employees.

Campus Community, Employee and Labor Relations

- Supervise, direct and/or advise the processes for managing employee contracts, compensation/salary administration, personnel and leave records, employee performance evaluations, and benefits administration, ensuring equitable and inclusive policies and practices.
- Serve as lead negotiator for classified and faculty collective bargaining, manage and participate in the labor negotiations process as designated by the College President; provide research and preparation of information for collective bargaining process.
- Lead the employee grievance process, investigate discrimination, harassment, and other complaints, and assist supervisors with disciplinary actions and mediation according to appropriate policies.
- Contribute to the College's commitment to diversity, equity, and inclusion by fostering a welcoming climate of cultural acceptance, understanding, and appreciation.

- Provide a safe place for guidance and resources to employees on all matters within HR functions.
- Develop and/or assist in the formulation (and regular review) of the College's policy and procedures related to personnel.

Ethics, Compliance, Policies and Procedure Practices

- Serve as EEO, Section 504, and Title II Officer for the college. Oversee compliance and reporting relating to all applicable federal and state regulations, including American with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Paid Family Medical Leave (PFML), Family Leave Act (FLA), etc.
- Serve as the college public records officer. Oversee compliance of the public record requests process and other compliance processes.
- Interpret and advise stakeholders of applicable College, State, and Federal rules, regulations, policies, and procedures pertaining to personnel.
- Serve as the Ethics and Equal Employment Opportunity (EEO) employee expert, advising employees and providing training regarding implications of these and other applicable laws; working closely with the Title IX Coordinator.

Administration and Department Management

- Evaluate and assess the effectiveness of the HR function to determine needs for continuous improvement.
- Design, develop, recommend, and implement strategies to support, improve and strengthen the HR department, HR information systems, and services.
- Manage the annual budget for the Human Resources department.
- Actively participate in and/or facilitate committees to represent the HR function.
- Represent the College on applicable committees, and at various regulatory meetings.
- Collaborate with the finance office to ensure integrity and accuracy of payroll and personnel information processes.
- Oversee the coordination, implementation and maintenance of the College HR data system which includes, but is not limited to, employee information, leave accrual, job status, job accounts, benefits, and contracting.
- Oversee the management of all full- and part-time faculty, classified and administrative staff personnel files.
- Other duties as designated by the president.

Qualifications

- Bachelor's Degree, or equivalent education/experience in related field, and three years of progressively higher supervisor and management experience in human resources
- Supervisory and management experience including budget development and fiscal management.
- Strong computer skills with proficiency in the Microsoft Office Suite of programs

Preferred Qualifications:

- Five+ years or more of Human Resources management experience
- Master's Degree or Juris Doctorate

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Executive Director of Strategic Partnerships, Marketing & Communications

The Executive Director of Strategic Partnerships, Marketing & Communications provides strategic leadership to represent Morris Brown College in developing strategic partnerships to market the college throughout Georgia, Montana, internationally and beyond to drive the mission of the institution. This person will need to be comfortable and proficient in interfacing with senior corporate leaders, administrators, personnel, and college shareholders.

General Duties:

Strategic Partnerships

- Responsible for expanding community relations and informing partners of strategic institutional goals; work closely with other executives to define short- and long-term policies and strategies and then connect with internal and external stakeholders to expand on these visions.
- Formulates and implements strategies to enhance the brand and reputation of Morris Brown College to its current and new partners.
- Acts as a dedicated liaison between the company and client partners to improve customer satisfaction and to meet service level agreements.
- Regular client facing responsibilities on marketing updates and campaign reviews; responsible for regular reporting and client partner meetings via telephone, virtual meeting, or in-person.

Marketing Strategy & Planning:

- Develop comprehensive marketing and communication plans to meet institutional goals for enrollment, events, and programs.
- Create, manage, and implement production timelines and marketing channel tactics, including email promotion, grassroots outreach, website updates, and online content and resources.
- Manage the creation, editing, and distribution of marketing materials.
- Identify and develop strategic partnerships to support the organization's overall marketing efforts.
- Designs social media content for Morris Brown College to achieve marketing targets; manages, creates, and publishes original, high-quality material on social media platforms; analyzes and reports on key performance indicators (KPI) for social media channels.
- Administers social media accounts ensuring up-to-date content, including monitoring user engagement, and suggesting content optimization.
- Other duties as assigned.

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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.

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Assistant Professor Mathematics

Overview:

Overview: Tenure track, 12-month fulltime role – 12 credit hour class course load, Fall and Spring semesters only, (during the summer months, duties and responsibilities may be performed remotely) academic advising duties. Reports to the Department Chair of General Studies.

Faculty members serve multiple roles as teachers, mentors, colleagues, and scholars. Full-time faculty are expected not only to excel in classroom instruction but also to fulfill various responsibilities as active members of the college community.

Assistant Professor:

An earned doctorate or appropriate professional experience in the field of appointment or a related field is required for the rank of Assistant Professor. The degree must be earned from an institution that is accredited. In some cases, a candidate for a doctorate degree or one who has completed the qualifying exams for the doctorate degree and has two years of successful teaching experience in the field of appointment or a related field, can be appointed assistant professor on a probationary basis.

Job duties:

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

Faculty members are expected to be effective teachers and excel in course instruction. Listed below are the minimum expectations of faculty who teach at Morris Brown College:

- **Teaching Effectiveness** includes student course evaluation and reports as well as general learning assistance to students (teaching laboratories and individualized study). The documentation of achievement in this area may include peer evaluation, department chair's evaluation, teaching awards, short courses, or continuing education, as well as innovation in course syllabi.

Effective teaching requires content expertise: Faculty must demonstrate deep subject knowledge, including key concepts, current and relevant research, methodologies, tools and techniques, and meaningful applications. Consequently, faculty members are expected to do the following:

- a) Possess thorough and accurate knowledge of his or her specific field/discipline including the ability to evaluate and apply content.
- b) Be committed to professional development by keeping current in their respective discipline.
- c) Maintain faculty credentials as required by the college's accrediting agencies.
- d) Select and develop instructional materials; plan and organize instruction to enhance student learning; create appropriate assignments to encourage student learning, the development of communication skills, and higher order thinking; and use available instructional technology, as appropriate.
- e) Use a variety of proven methods of engagement and assessment that facilitate student mastery of the content.
- f) Provide students constructive, encouraging, and corrective feedback.
- g) Evaluate student learning by creating and applying course competencies and accurately evaluating student progress.
- h) Strive to increase teaching effectiveness through the application of appropriate teaching and learning strategies; evaluate student learning and modify instructional methods and strategies as appropriate to meet diverse student needs.

- i) Demonstrate interpersonal and communication skills that result in clear communication of subject matter to the students.
 - j) Provide timely, substantive feedback in appropriate forms.
 - k) Meet classes as scheduled; notify the appropriate Chair, Assistant Dean, or Dean in advance if they are to be absent, and, if possible, arrange for a substitute instructor or assignments for his or her class.
 - l) Be accessible to students through e-mail, wireless/cellular technology, or scheduled office hours including arranging, when necessary, additional time for appointments.
 - m) Prepare and distribute syllabi in accordance with established procedures and guidelines and follow the published final exam schedule.
 - n) Maintain accurate records of students' academic standing; promptly provide final grades, attendance, and other information as required by administration.
 - o) Respect the confidentiality of student information; refrain from discussing or releasing such information except within recognized limits.
 - p) Evaluate students based solely on their academic performance and to respond promptly to student grade questions and/or appeals.
- **Scholarly Activity** includes publication of books, publication of articles in refereed journals, membership in academic and honorary societies, participation in professional organizations, one person shows or exhibit within the discipline, presentation of papers or facilitating workshops at conferences (state, national or international levels), receiving a post-doctoral grant related to the discipline, and reviewing or editing of professional journals.
 - **Service Activity** includes assignments which contribute to the goals of the department, the College, and the Community. Evidence of service may be provided in the areas of:
 - a) Active participation on appointed or selected College committees
 - b) Consultancies requiring professional expertise.
 - c) Acquisition of federal or foundation funds for the College through proposal writing
 - d) Performances, special projects and coordinating activities.
 - e) Fulfill all requirements as stated in college policies and procedures including mandatory training.
 - f) Attend and participate in all required meetings and exercise stewardship in the use of college facilities and materials.
 - g) Submit information or materials related to their assigned duties as requested by college administrators or peers in a timely manner.

Other activities which enhance the image of the College

- Guest speaking
- Serving on community boards

- Judging exhibits and performances
- Evaluating community programs
- Conducting workshops
- Assisting businesses in filling out appropriate forms when applying for financial assistance

In addition, full-time faculty members are expected to serve the College by contributing to the growth and enhancement of the College mission and programs. Consequently, full-time faculty members are expected to do the following:

- a) Fulfill all requirements as stated in the contract.
- b) Participate in instructional and College planning and assist in the recruitment and retention of students, faculty, and staff.
- c) Serve on college, division, program, and department committees and assist the Chair in the exercise of their duties.
- d) Attend and participate in professional development opportunities including activities during Professional Development Days and other opportunities offered by the College and/or external organizations.
- e) Create and revise, develop and amend where appropriate, departmental or program curricula.
- f) Other duties as assigned.

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Professor Salary Range

| Faculty | | | | |
|---------|-------------|-------------|-------------|-------------|
| Grades: | R1 | R2 | **R3 | R4 |
| Maximum | \$69,761.00 | \$58,382.00 | \$49,880.00 | \$44,371.00 |
| Minimum | \$60,604.00 | \$52,097.00 | \$44,052.00 | \$38,925.00 |

Accounting & Payroll Specialist

General Duties:

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions; prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies; maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
- Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other statements.
- Produces and process payroll for FWS, Operating, Adjunct and all Grants by initiating computer processing; printing checks, verifying finished product; request reimbursement for FWS payroll.
- Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.
- Post to G/L (payroll journal and grant receivable).
- Responsible for grant compliance by ensuring time and effort reporting.
- Protects organization's value by keeping information confidential.

Education

Bachelor's degree in accounting or finance
2-4 years' experience in accounting/finance

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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

Student Success Coach and Academic Advisor (2 openings)

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

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:

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
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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.

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)
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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.

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)
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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 |
|------------|-------|

APPLIED MUSIC COURSES

766.67

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

| | |
|------------|-------|
| 15 or more | 3,000 |
|------------|-------|

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