



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.

**MORRIS BROWN COLLEGE
ATLANTA, GEORGIA**

Institutional Effectiveness, Compliance and Program Coordinator

POSITION SUMMARY

The primary responsibility of the Institutional Effectiveness, Compliance and Program Coordinator is to enhance the effectiveness of the Office of Institutional Effectiveness and Office of Title III by aiding in data cleaning and coordination, development of data reports and dashboards, and coordination of the academic program assessment process. Additionally, the program coordinator will be key to making sure institutional policies are aligned with institutional, TRACS, Title III, and other governmental agencies compliance regulations. This position will report to the Assistant Vice President for Institutional Effectiveness and Title III Director, with the implementation of the academic and non-academic unit assessment processes, governmental compliance, and other accreditation initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties and responsibilities associated with the position include:

- Provides basic-level evaluation skills to support the college effectiveness functions of the college.
 - Reviews program-level and assessment reports for completion.
 - Provides basic-level quality monitoring for program-level assessments and elevates concerns when necessary.
 - Monitors completion of college assessments
 - Communicates and follows up with appropriate personnel until mandatory reporting is completed.
 - Aids in preparation for TRACS site visits and required reports as needed.
- Provides basic-level analytical skills to support the college research functions of the college.

- Performs basic-level data management tasks as needed, including data cleaning, data quality monitoring, and communication with data owners for error resolution.
- Assists with internal and external standardized data reporting (IPEDS, Common Data Set, etc.) as needed.
- Develops basic-level custom data reports for stakeholders as needed.
- Aids in the development and maintenance of dashboards for the college community as needed.
- Collaborates with institutional units to coordinate college wide survey efforts as needed.
- Keeps current in the field of assessment by attending professional meetings and conferences related to college effectiveness and research methodologies.
- Performs other duties and strategic tasks as assigned by the Assistant Vice President of Institutional Effectiveness and Title III Director

SUPERVISORY RESPONSIBILITIES

None

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or college in social sciences, information technology, or a related field and two years of experience with assessment reporting or data management required.

RECOMMENDED COMPETENCIES

- Familiarity with regional or national accreditation standards and expectations.
- Familiarity with the development of student learning outcomes and assessment for a variety of learning modalities, using a variety of direct and indirect assessment methods.
- Familiarity with assessment management software and tools, statistical analysis software (including advanced knowledge of Excel and database querying), and online survey development tools.
- Ability to perform accurately in a detail-oriented environment.
- Knowledge of the basic concepts, principles, and practices of data collection and report preparation.
- Fluency in report writing, as well as oral and graphic presentation of findings.
- Ability to compile, review, and reconcile data for accuracy, completeness, and compliance.
- Ability to communicate effectively, verbally and in writing.
- Ability to work with faculty, staff, and administrators at various levels within the college to answer pertinent questions.
- Ability to prioritize, organize and perform multiple work assignments simultaneously.
- Ability to be a self-starter, with proactive mindset.
- Proficient use of Microsoft Office, Google Drive, and other technology.
- Experience creating/using interactive assessment dashboards.

PREFERRED QUALIFICATIONS

Master's degree from an accredited college or college in social sciences, information technology, or a related field and two years of experience with college research and effectiveness in a college setting.

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
9. Christmas Eve
10. New Year's Eve
11. Good Friday
12. Juneteenth

Payroll & Accounting 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 and 1 year of experience in accounting/finance; or an equivalent combination of education and experience

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

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Associate 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:

- Associate Degree required, bachelor's degree preferred
- 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

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2. Paid time off (2 weeks a year)
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Assistant Professor of Hospitality Management and Business (Tenure Track)

Morris Brown College invites applications for a full-time, tenure-track position as Assistant Professor of Hospitality Management and Business within the Hospitality Management program. The successful candidate will report to the Department Chair of Business and will play a crucial role in supporting the goals and vision of the Academic Affairs department, led by the Provost and Senior Vice President of Academic Affairs. The position is highly competitive, reflecting the college's commitment to excellence within the hospitality discipline.

General Duties:

- Deliver high-quality instruction in undergraduate courses in Hospitality Management and Business, including but not limited to hospitality operations, customer service, hospitality marketing, financial management, event planning, and sustainable practices in hospitality.
- Assist in the development and revision of curriculum to ensure it remains current with industry trends and academic standards.
- Conduct and publish original research in the field of Hospitality Management and Business. Seek out and apply for research grants.
- Provide academic advising and mentorship to students, including guidance on academic planning, career development, and research projects.
- Participate in departmental, college, and professional service activities. Serve on committees as needed.
- Establish and maintain partnerships with hospitality industry stakeholders to enhance student learning opportunities and employment prospects.
- Stay current with developments in the field through continuing education, conference participation, and industry networking.
- Work collaboratively with colleagues within the department and across the college to support the institution's mission and strategic goals.

Preferred Qualifications:

- Terminal degree (Ph.D, DBA, Ed.D) in Hospitality Management, Business Administration with a focus on Hospitality, or a closely related field from an accredited institution.
- Demonstrated excellence in teaching at the college level, preferably within an HBCU or similar institution.
- A strong record of scholarly research and publications in hospitality management or related fields.
- Relevant industry experience in the hospitality sector is highly desirable.
- Excellent communication and interpersonal skills.
- Ability to engage and inspire a diverse student body.
- Strong organizational and time-management skills.
- Proficiency in using technology and digital tools for teaching and research.
- Experience with curriculum development and academic program assessment.
- Proven track record of securing research grants and funding.

- Active participation in professional organizations related to hospitality management.
- Experience in online or hybrid teaching formats.

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.

Application Process:

Interested candidates should submit the following materials:

- Cover Letter detailing teaching philosophy, research interests, and professional experience.
- Curriculum Vitae.
- Statement of Diversity and Inclusion, describing past efforts and future plans to promote diversity, equity, and inclusion in teaching, research, and service.
- Three Professional References with contact information.
- Copies of Transcripts (official transcripts required upon hire).
- Samples of Scholarly Work or Publications.

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Hospitality Management Adjunct Faculty: Instructional Methods are ONLINE, HYBRID, AND ON GROUND

EDUCATION and/or EXPERIENCE

- Master's degree in Hospitality Management, Tourism, etc.; Ph.D Preferred; Exception may be made for Hospitality Executive(s) who hold a bachelor's degree.
- Preference of college-level teaching experience.

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

Program Courses

BUS-HM	Guest Lecture Series 125, 225, 325, 425 (.5 credit hrs. each)
BUS-HM 204	Introduction to Hospitality Operations
BUS-HM 208	H & M Sanitation and Safety
BUS-HM 212	Food Selection and Preparation
BUS-HM 212L	Food Selection and Preparation Lab
BUS-HM 215	Labor Relations
BOML 307	Organizational Communication
BUS-HM 316	Managerial Principles/Practices in the Hospitality Industry
BUS-HM 230	Leading a Team
BUS-HM 338	Hospitality Desk and Room Division Management
BUS-HM 343	Hospitality Sales Management
BOML 304	Organizational Concepts
BUS-HM 305	Quality Food and Restaurant Sanitation
BUS-HM 306	H & M Cost Control
BUS-HM 308	Global Hospitality Management
BOML 315	Managing Organizational Change
BUS-HM 310	Managing the Customer Experience
BUS-HM 315	Hospitality Services Marketing & Demand Management
BUS-HM 318	International Business Management
BUS-HM 330	Legal Aspects of the Hospitality Industry
BUS-HM 401	Event Management

BUS-HM 441	Small Business Management
BUS-HM 419	Foundations of Hospitality Travel & Tourism Management
BUS-HM 421	Conventions & Meetings Management
BUS-HM 423	Facility Management.
BUS-HM 445	Marketing Strategy and Policy
BUS-HM 449	Human Resource Management
BUS-HM 471	Resources Allocation Management
BUS-HM 450	Hospitality Management Innovation Capstone
BUS-HM 451	Internship

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
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****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