

Maranatha Baptist University

Job Description

Job Title: *Full-Time Business Faculty*

Department: School of Business
Employee Name: TBD
Prepared by: Tracy Foster

Supervisor: Tracy Foster
Employee Classification: Faculty, Full Time
Date Updated: Oct. 5, 2024

Summary

Full-time business faculty position teaching general undergraduate business courses. Other duties include student advising and mentoring, updating curriculum, and assisting with departmental and institutional tasks. Depending on qualifications and interests, teaching opportunities may include courses such as introduction to business, computer applications, business communication, principles of management, principles of marketing, operations, and economics. Additional opportunities may exist in more specialized courses such as, but not limited to, accounting, finance, marketing, or data analytics.

Essential Duties

- Develop and update general business courses or others as assigned
- Teach assigned courses in a professional manner and with a spiritual mindset
- Academic advising of students
- Supervise and coordinate internships
- Attend all required meetings
- Assist with graduate placement
- Participate in School of Business efforts to enhance business curriculum
- Increase public awareness and program appeal to constituents
- Assist with departmental and institutional tasks
- As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

Qualification Requirements

- Exemplary Christian testimony of spiritual maturity in one's home and local Baptist church ministry
- Master's degree in business
- Minimum five years of training and professional experience in business preferred
- Up-to-date knowledge and use of MS Office suite
- Experience teaching and training others
- Ability to work in web-based, online instruction and course management systems

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Active teaching that involves voice projection for up to four hours per day.

- Mobility in multi-storied buildings; mobility between buildings; ability to transport books and materials to class.

Evaluation

Performance of this position will be evaluated under the provisions of this description and policies of the Maranatha Baptist University Faculty Handbook by the Dean of the School of Business.