**JOB TITLE: Instructor or Assistant Professor of Business Communication**

**BASIC FUNCTION**: The role of the successful candidate will be to contribute to teaching in undergraduate Business Communication courses such as Business Communication and Business and Professional Speaking. Additionally, the successful candidate will contribute to academic advising for traditional undergraduates in The Bill Munday School of Business. Evidence of engagement in scholarly activities in general management disciplines, with emphasis in at least one of the areas noted above is preferred.

**QUALIFICATIONS:** As the school pursues AACSB accreditation, applicants must have the following credentials:

• Ph.D. or D.B.A. with specialization in Business/Professional Communication or related field; Master’s degree in a related discipline with substantial professional experience; OR other terminal degree with a minimum of 18 graduate hours of coursework relevant to business communications.

• Evidence of excellent teaching.

• Professional experience in a business environment outside of an educational setting.

• Qualified faculty status (Scholarly Academic, Practice Academic, Scholarly Practitioner, or Instructional Practitioner) for AACSB accreditation.

• Excellent written and spoken English communication skills.

• Excellent interpersonal skills.

• Experience with and commitment to working with a diverse population.

• Evidence of engagement in scholarly activities related to the search area preferred.

* Must successfully pass a criminal background check.

**GENERAL RESPONSIBILITIES:**

* St. Edward's University is regarded as a teaching institution and regards teaching as central to the mission. The teaching load is a 4-4 (total of 8 courses per academic year). Courses are delivered face-to-face or in hybrid/blended format.
* Advising undergraduate students.
* Interacting with local, regional, national, and international business, nonprofit, government, and community representatives to develop experiential learning opportunities for students.
* Participating in assessment of student performance in the discipline.
* Maintaining commitment to social responsibility in the classroom, in line with the University's mission.
* Meeting School and University service requirements through participation in committees and campus initiatives.
* Fulfilling other required faculty responsibilities as outlined in the St. Edward's University Faculty Manual.
* Other duties as assigned.

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine positions at any time.*

Employee (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Employee (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_