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| **Job Title:** *The formal title of the position*  Visiting Assistant Professor of Management (focus on Entrepreneurship) | **FLSA Classification:**  Exempt |
| **Reports to:** *Title of the position that the job incumbent reports to*  Dean Management & Business | **Location: The Bill Munday School of Business** |
| **Department:** The Bill Munday School of Business | **Division:** |
| **Employment Category:**  Full-Time | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

The successful candidate will teach in management and entrepreneurship areas such as entrepreneurial thinking, contemporary entrepreneurship practices including design thinking and new venture creation, and social enterprise/innovation. The candidate will also be expected to support co-curricular entrepreneurship program activities such as the iChallenge Business Plan Competition, 3 Day Start-up and the Student Entrepreneurship Club.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Fulfill teaching requirements: 4/4 teaching load—total of 8 classes per academic year.
* Provide academic advising and mentoring for undergraduate students.
* Course development and prep as needed.
* Participate in assessment of student performance in the discipline.
* Maintain commitment to social responsibility in the classroom, in line with the University's mission.
* Meet School and University service requirements through participation in committees and campus initiatives.
* Fulfill other required faculty responsibilities as outlined in the St. Edward's University *Faculty Manual*.

**QUALIFICATIONS**

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

* Earned doctorate or ABD in Entrepreneurship or Strategy from an AACSB-accredited business program.
* Prior teaching experience in strategy and entrepreneurship subjects is preferred.
* 3 years in entrepreneurial enterprises, either as business owner or part of a start-up team.
* Evidence of engagement with the business community in the area of entrepreneurship.
* Evidence of experience in teaching and co-curricular program engagement.
* Excellent written and spoken English communication skills.
* Experience with and commitment to working with a diverse population.
* Documented proof of identity, employment eligibility, and completion of a successful criminal background check.

**WORKING CONDITIONS**

**SCHEDULE:** This is an exempt position and full-time, 9 months, to begin in the Fall 2021. Your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED**: General administrative direction from the Dean Management & Business

**SUPERVISION EXERCISED**: None

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business or educational reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
* Demonstrates a commitment to developing and maintaining academic programs of distinction serving a variety of students and holds an educational philosophy consistent with a liberal arts emphasis of the lifelong learner and St. Edward’s Mission Statement. Plays an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline including the initiation and development of subject material.
* Has a thorough knowledge of instructional educational methods and techniques. Coordinate, plan, organize, and instruct courses as assigned. Have the ability to teach the course material in ways that maximize student learning. Employ appropriate teaching and learning strategies to communicate subject matter to students. Utilize available instructional technology, i.e. the Internet and other interactive technology, when appropriate.
* Create a learning environment that is safe, respectful and interesting as well as fair for students from various cultural backgrounds, gender identities, races, ability levels, and developmental needs. Leads rigorous, inquiry-based learning tasks to engage students in deep content exploration as well as the habits of scholarship. Fosters creative thinking, reasoning and problem solving skills.
* Solid knowledge of Microsoft Office, on-line teaching modalities and have the self-motivation and the ability to stay current with emerging office technologies.
* Exemplary communication skills, including dealing effectively with the students, faculty, staff, and general public both in person and over the telephone. Strong interpersonal and professional skills and the ability to work effectively in a collaborative environment. Ability to establish and maintain effective working relationships with associates, colleagues, students and members of the University staff. Ability to relate professionally and positively in a stressful environment.
* Possess the ability to communicate accurate information related to curriculum, academic and operational policies and procedures.
* Confer regularly with immediate supervisor and other department/University personnel to exchange information and resolve problems.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility.
* Carry out all responsibilities and objectives in a professional manner.
* Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
* Accept and render constructive criticism in a professional manner.
* Ensures best practices are followed and adheres to all policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

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

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |