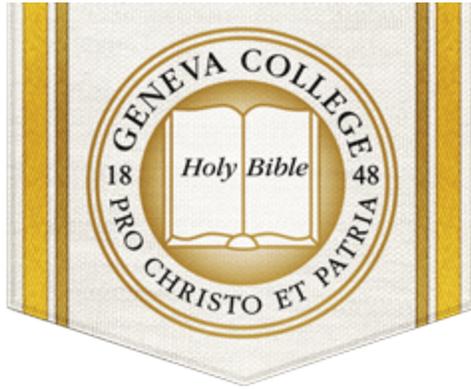




**Opportunity Profile for
Department Chair of Business, Accounting and
Management - Tenure Track Faculty**





JOB POSTING

Department Chair of Business, Accounting and Management - Tenure Track Faculty

Geneva College invites applications for the Department Chair of Business, Accounting and Management - Tenure Track Faculty. This position begins in August, 2017 and will remain open until filled. All faculty ranks will be considered. Minority and female applicants are strongly encouraged to apply.

Following is a complete job description with required skills, abilities, education and experience; applicants meeting the minimum qualifications should submit the following information for consideration.

Please send the following materials for consideration:

1. A focused letter which addresses the candidate's interest in this position, date of availability and the specific skills and qualifications related to this position; especially the candidate's fitness for teaching and integrating faith in the classroom.
2. A statement of faith ("This is what I believe") (1 page limit)
3. A statement of your faith journey and church involvement (1 page limit)
4. A statement which describes the integration of your field and Christian faith in light of the Foundational Concepts of Christian Education" (available at www.geneva.edu/page/employment)
5. A vita;
6. Official undergraduate and graduate transcripts;
7. Three references;
8. A completed employment application (available at www.geneva.edu/page/employment)

SUBMIT MATERIALS TO:

Andrea Kamicker
Geneva College
3200 College Avenue
Beaver Falls, PA 15010
E-mail: employment@geneva.edu
Fax: 724-847-6696

About Geneva College?

OUR MISSION

Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.

Geneva College is a Christian liberal arts college in the reformed tradition located about 50 miles north of Pittsburgh. Founded in 1848 by the Reformed Presbyterian Church of North America, Geneva has majors in both liberal arts and pre-professional programs, and offers both undergraduate and graduate degrees. Geneva's faculty provide a challenging education that prepares students for careers, for further education, and for life. In all fields of study, students are challenged to explore the implications of the Christian faith on their discipline. Geneva has approximately 2,000 students enrolled in its various programs taught by its faculty of nearly 90 members. The college seeks to prepare students to serve Christ and the world in all areas of society, including work, family, and the church. Geneva is a founding member of the Council of Christian Colleges and Universities (CCCU).

Doctrinal Statement

Geneva College, together with the entire Christian Church, professes the Apostles Creed: "I believe in God, the Father Almighty, the Maker of heaven and earth, and in Jesus Christ, His only Son, our Lord: Who was conceived by the Holy Ghost, born of the virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; He descended into hell. The third day He arose again from the dead; He ascended into heaven, and sitteth on the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Ghost; the holy catholic church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting. Amen."

Following the creedal commitment of the Reformed Presbyterian Church of North America to the Westminster Confession of Faith, Geneva believes: the Bible to be the inerrant authoritative Word of God; there is one God eternally existent in three

persons, Father, Son and Holy Spirit; the deity of Jesus Christ and His vicarious and atoning death on the cross; that since humankind is sinful and lost, the regeneration of the Holy Spirit is absolutely necessary for salvation; the resurrection of both the saved and the lost, the lost unto damnation and the saved unto the resurrection of life; that Jesus Christ is King of all the realms of life and society now and He shall return personally to consummate His kingdom.



Geneva College invites applications for **Department Chair of Business, Accounting and Management - Tenure Track Faculty**. This position begins in **August, 2017** and will remain open until filled. All Faculty ranks will be considered. Minority and female applicants are strongly encouraged to apply.

JOB SUMMARY

The Geneva College Department of Business, Accounting and Management invites applications for a tenure-track appointment as Department Chair with a start date in August 2017. The candidate will be expected to lead the academic department including all of its undergraduate and graduate programs, actively participate in recruiting for those programs, oversee the department's ACBSP accreditation, and serve as a liaison with the broader campus and campus leadership. The candidate will report to the Chief Academic Officer. This appointment will be 50% administration and 50% teaching. This is a tenure track faculty appointment and all ranks will be considered. The candidate will need to be able to teach in one or more of the following areas: Accounting, Business Analytics, Economics, Finance or Operations. We are looking for a student-centered, innovative leader and teacher. All applicants must be academically or professionally qualified under ACBSP standards, possess a record of successful leadership, scholarship and teaching excellence, demonstrate an understanding of the practice of faith integration, and be committed to function as an integrated team member and leader of the department. The department of Business, Accounting and Management is accredited by ACBSP. The successful candidate may have the opportunity to teach in both our undergraduate and graduate programs.

The department places a high value on student-faculty interaction and the selected candidate will be expected to be engaged beyond the classroom. This would include participating in recruiting events, and providing academic advising for students from any area of business. Faculty are also required to serve on committees of the faculty, when elected or appointed.

Review of applications will begin immediately and continue until the position is filled.

PRIMARY RESPONSIBILITIES

Selected candidates will be expected to fulfill the following:

Administrative Responsibilities (50%):

- Provide Administrative Leadership for the Department: oversee and regularly review departmental programs/curriculum including Bachelor's degrees in Business and Accounting and Master's degrees in Business Administration and coordinate the ACBSP accreditation processes
- Support and Supervise Departmental Colleagues
- Participate in Institutional Coordination and Planning

Teaching Responsibilities (50%)

- Teach four courses per year
- Adequately prepare all course materials and lessons (Note preparation time will vary based on instructor experience in teaching that course)
- Provide each student with clear course expectations, evaluations and timelines through carefully written topical outlines and approved, standardized syllabus
- Provide interesting and relevant assignments for students that demonstrate learning outcomes in a real-life setting
- Keep abreast of current developments in their disciplines through scholarly activity, continuously update course content, improve the method of instruction, and regularly evaluate the effectiveness of their instruction
- Suitably challenge, engage, serve and communicate with students to encourage their participation and learning while maintaining mutual value and respect
- Complete grade books, final grade sheets, learning assessments and final exam assessments on a timely basis
- Respond to student questions on a timely basis
- Ensure course and program learning outcomes are delivered as defined by the syllabus

Personal Qualities

Christian Commitment

The candidate must be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's doctrinal position as stated in the College Charter and the "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

Education and Experience

Candidates must hold a minimum of a DBA or a Ph.D. in Business with appropriate work experience. Consideration will be given to those currently enrolled in a doctoral program in Business or those considered ABD, as long as they are committed to completing the required work to complete the doctorate.

Work Environment:

Typical educational setting. Geneva is organized around academic departments. The position is in the department of business, accounting and management. Teaching is primarily at the undergraduate level and primarily on ground, but we are developing on-line courses at the graduate and undergraduate levels and the candidate would be expected to be willing and able to teach on-line. Our MBA is taught in the evenings on campus and at an off-site facility 30 minutes from campus.

Special Requirements:

ACBSP academically qualified candidates preferred, professionally qualified candidates will be considered.

Responsibilities of the Faculty @ Geneva College

Geneva College is founded upon a Biblical view of life and the world as expressed in evangelical and reformed theology and set forth in "Foundational Concepts of Christian Education" It is committed consciously and wholeheartedly to offering Christian higher education designed for the whole life of the whole person. Consequently, faculty should strive to:

- ❖ Demonstrate Christian living and obedience in personal growth, in the interactions of College life, and in dedication to Christian calling and service;
- ❖ Seek an understanding and articulation of how the Word of God directs the search for truth;
- ❖ Pursue excellence in their work;
- ❖ Show concern for those under their care and instruction;
- ❖ Value the contributions of all members of the College community and support one another in various tasks; and
- ❖ Be motivated by a vision that the College was founded upon the providential mercy of God, and that their primary purpose is to serve Him within the world-wide company of Christian believers and in the geographical area where God has placed the College.



Along with a commitment to the above statements from the College Catalog, all faculty members recognize certain concomitant responsibilities to their students, to their colleagues, and to the College and broader community.

To students faculty members will strive to

Demonstrate how course content can be viewed or interpreted from a Christian perspective.

Keep abreast of current developments in their disciplines, continuously update course content, improve the method of instruction, and regularly evaluate the effectiveness of their instruction.

Maintain in their classrooms and elsewhere an intellectual and attitudinal environment in which students are stimulated to learn, to ask questions, and to explore alternative approaches to problems.

Respect students as persons, being concerned about their progress, and be willing to hear their points of view without prejudice.

Be committed to promoting cultural diversity in curricular offerings and classroom activities which demonstrate an appreciation of all individuals consistent with the Christian character of the College.

Inform students at the beginning of each semester to the objectives of each course and organize the method of instruction and time allocation so as to meet those objectives.

Provide a syllabus to students early in each course concerning course requirements, such as examinations, papers, grading policies, disability accommodations, academic integrity, and attendance. Examinations and papers, which are used for determining a course grade, should be available to students for inspection and discussion. Students' grades should be based on recognized academic standards.

Hold classes and examinations as scheduled and, in the event of necessary absence, inform students in advance of changes in schedule and making suitable alternative arrangements.

Be readily available to students for individual conferences relating to coursework or other matters of concern and interest to students. Faculty should post a schedule indicating times when they will be available for consultation.

Understand the curriculum adequately to provide accurate advising to students.

To their colleagues, faculty members have a responsibility to

Comply with policies and procedures established by the faculty.

Respect the rights of free inquiry and expression of opinion by their colleagues in accordance with the College's statement on academic freedom.

Acknowledge in their own publications the contributions which colleagues have made to research and other endeavors.

Evaluate or comment fairly and objectively on the work of colleagues when peer evaluation is required for the purposes of promotion, curriculum assessment, and the like.

To the College faculty members have a responsibility to

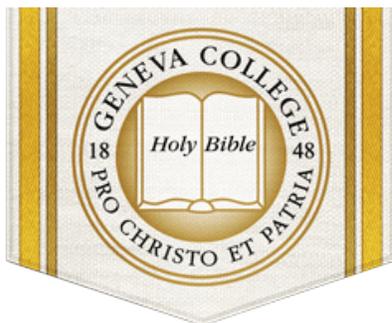
Participate in the committee work and other channels of self-governance on departmental or college levels.

Observe the regulations of the College which are designed to promote freedom for teaching and research, and participate through orderly means in seeking modification in these regulations when they are considered inappropriate.

Indicate when they are speaking as private persons that they are not speaking for or representing the College.

Participate in faculty meetings, workshops, and the College's faculty development program.

Faculty members are encouraged to participate in endeavors for improvement of the spiritual, economic, social and cultural life of the college community, especially when they have an expertise which may make their contribution particularly valuable and when such a contribution can be made without interfering with their primary obligations for teaching and scholarly endeavor.



**3200 College Avenue
Beaver Falls, PA 15010**

www.geneva.edu

(724) 846-5100

