

Job Description **Kingswood University**

Position Title: Director of Business Management

Classification: 1/4-time (average of ten hours per week), Twelve month

Responsible to: VP for Academic Affairs

Purpose: To strengthen the local and global church by directing and expanding the academic and practical experiences of the Business Management program.

Responsibilities:

- Develop the Bachelor of Arts in Business Management academic program.
- Provide oversight and management of the Business Management academic program.
- Teach two to three of the courses per year within the Business Management degree.
- Arrange adjunct faculty for the other courses within the Business Management degree.
- Periodically assist the VPAA in the systematic review and evaluation of Business Management curriculum and its place in the larger curriculum, to develop and refine the framework and offerings within the degree.
- Serve as the program representative and faculty advisor for students by:
 - Providing guidance, support, counsel, mentoring, and friendship to students.
 - Assisting in the ongoing process of program assessment.
 - Actively recruiting students for the Business Management degree, as well as other areas of study, in cooperation with the Enrolment Department.
 - Assisting in student success and retention.
- Serve as a member of the Kingswood staff team by:
 - Viewing the position as a ministry including investing in all students in their Christian walk as opportunities arise in the fulfillment of the position responsibilities.
 - Attending chapel on a regular basis.
 - Attending faculty and staff meetings, as well as in-service events, as able.
 - Performing other duties, as necessary, especially for academic programs and the ongoing spiritual life of the University, as requested by the VPAA.
- Because of the high value of physical presence and availability to our students, an office on campus is provided for your use. Regular office hours should be maintained.

Qualifications:

- An excellent communicator, able to teach and model sound pedagogy utilizing multiple formats, and an ability to marry theory and praxis inside and outside the classroom.
- An understanding of and ability to communicate Christian values and beliefs to students.
- A strong commitment to the Wesleyan-Arminian theological perspective and to a Christ-centered approach to education for transformation.

Values:

- Godly, spiritually mature, fully devoted to Christ and the Church.
- Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion, and respect for all other persons.
- Integrity and moral excellence, with life above reproach.
- Code of personal conduct consistent with membership commitments for leaders of The Wesleyan Church.
- Commitment to enthusiastically assist in fulfillment of Kingswood University's mission.
- Commitment to exemplify Kingswood University's core values, including total ownership, prioritize students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

General University Information:

Kingswood University is owned by The Wesleyan Church. The mission of Kingswood is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

Direct resumes to:

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