

**Position:** Director, FMBA Program  
**Job Number:** 4041

Eastern University, a university of the liberal arts and sciences located in suburban Philadelphia, invites applications for a Faculty Director for the Fast-Track MBA program in its School of Management Studies (SMS). The Director is responsible for the strategic design, direction and implementation of all activities that comprise Eastern's MBA experience, apart from the specific course content delivered by faculty.

The School of Management Studies (SMS) within Eastern University's Campolo College of Graduate and Professional Studies (CCGPS) offers quality education integrated with Christian values that prepare working adults to achieve professional goals, clarify personal faith and demonstrate effective, ethical leadership.

*Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. Applicants should have a religious commitment compatible with its [mission](#). The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.*

**Position Responsibilities:**

1. Teach a required load of courses in the MBA program as defined in the annual covenant, modeling best practices for on-ground and on-line instruction.
2. Review and oversee revision of the curriculum for both on-line and on-location delivery formats; Recommend to the department any curricular or other program changes that need to be made, and work collaboratively with department to produce revised curricula or programs.
3. Develop, monitor, update and maintain student learning assessment plan.
4. Promote the FBMA program throughout the region through collaboration with marketing and recruitment personnel, participation in professional meetings, public relations events, etc.
5. Develop or proactively propose any policies, systems and activities relating to the MBA program of study that would prevent or ameliorate student problems or improve student-faculty relations.
6. Assist with preparation of departmental reports and other administrative tasks as requested by the department Chair.
7. Stay abreast of current trends in the field and in business/leadership education.
8. Pursues a scholarly agenda of inquiry, presentation and publication.
9. Embody values of caring and compassion, justice and integrity, competence and affirmation.
10. Seek to treat each member of the campus community with fairness, dignity and respect, seeking a spirit of unity and harmony as we join together to achieve our common mission.

Status: Full-time, eleven month contract, tenure track. (Rank for tenure track faculty will be based on the candidate's education and professional experience as well as the needs of the University).

**Knowledge and Skills Required:**

PhD or DBA in a business discipline strongly preferred; ABD's will be considered. MBA or

related masters required; minimum of five years teaching experience (preferably teaching adult students); minimum five years experience as a manager; demonstrated excellence in a leadership position in a business discipline; demonstrated potential to contribute to program and/or curriculum design; proven ability to collaborate with internal and external constituents; proven program/project management skills; excellent organizational, planning, interpersonal cross-cultural and communication skills.

*This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.*

Applicants are requested to send a cover letter to include a brief statement of your faith, curriculum vitae, unofficial copies of graduate transcripts, three professional letters of recommendation, and salary requirements to [jobs@eastern.edu](mailto:jobs@eastern.edu) or by mail to:

Eastern University  
Job Search #4041  
Office of Human Resources  
1300 Eagle Road  
St. Davids, PA 19087-3696

All positions remain open until filled.