



## HUMPHREYS UNIVERSITY

### BUSINESS DEPARTMENT FACULTY JOB NOTICE

Humphreys University, a private nonprofit university founded in 1896 in Stockton, California and accredited by WSCUC, is seeking a **full- or part-time faculty member** to join its **Department of Business**. The Department offers undergraduate degrees in Accounting and Business Administration, as well as a Master of Business Administration (MBA) with four concentrations: General Business, Information Technology, Organizational Leadership, and Project Management.

Humphreys University operates on a quarter system, offering courses year-round. Most classes are taught online, either synchronously or asynchronously, with **eight on-ground MBA weekends per year** held at the University's Stockton campus. Department faculty are required to attend several of these weekend sessions each year.

#### Essential Functions

- Provide high-quality teaching to undergraduate and graduate students in the Department of Business.
- Advise students in the Master of Business Administration program.
- Prepare and provide syllabi for all assigned courses.
- Develop and manage online course content on the Moodle platform.
- Follow university guidelines for syllabus content, course structure, and teaching effectiveness.
- Collaborate with the Chair of the Department of Business on curriculum development, peer reviews, assessments, and adjunct faculty coordination.
- Work closely with students to resolve academic and administrative issues.
- Serve as a liaison between the Department and local businesses to foster partnerships beneficial to students.

- Keep the Department and academic administration informed of developments, analyze problems, and recommend solutions.
- Attend quarterly department faculty meetings, either remotely or in person.
- Participate in University and Faculty committees, as requested.
- Attend on-ground MBA weekends in Stockton, California.
- Stay current with developments in your field through continuing education and professional development.

## Competencies

- Strong knowledge in field of teaching
- Effective communication skills
- Ethical conduct and professionalism
- Attention to detail and thoroughness
- Ability to teach effectively and resolve student concerns
- Ability to work with students from a variety of backgrounds
- Initiative and conceptual thinking

## Required Education and Experience

- The minimum qualification is a master's degree in an appropriate field of study.
- A terminal degree (Ph.D., DBA, or equivalent) is preferred.
- Candidates with appropriate professional experience in lieu of a terminal degree, or those working toward a terminal degree, will be considered.

## Compensation and Additional Information

- **Full-time:** Annual salary between **\$68,640 and \$80,000**, with benefits to be determined.
- **Part-time:** Hourly rate of **\$30 to \$38 per hour** for actual time worked.
- Preference will be given to applicants willing to work from campus all or part of the time.
- The University may reimburse reasonable travel expenses for attendance at on-ground MBA weekends.

Humphreys University is dedicated to providing a **personally focused, high-quality education** for its students.

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### **Application Instructions**

Please send your resume or CV to:

- [matthew.reynolds@humphreys.edu](mailto:matthew.reynolds@humphreys.edu), and
- [jason.wolins@humphreys.edu](mailto:jason.wolins@humphreys.edu)

Humphreys University is an **Equal Opportunity Employer**.