



Corban University
Position Description

Dean of Hoff School of Business

DEPARTMENT: Provost
REPORTS TO: Provost
FLSA STATUS: Full Time / Exempt
SALARY: Commensurate with qualifications and experience
Revised August 2017

Application Process on Page 4

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Dean will provide leadership to the Hoff School of Business, develop current and future programs, engage in activities to increase graduate and undergraduate student enrollment, and provide effective management of the department. Dedicated to excellence in teaching, research, and service, the Dean is expected to cultivate strong alumni and external relationships to support and grow the department; have a vision to expand the school of business as a strong academic center in the region with the experience and ability to support and implement innovative instruction appropriate for a 21st century University; work collaboratively with local and regional business partners to develop internship opportunities for students; collaboratively create and implement both short and long term strategic goals consistent with the university's mission and vision: is responsible for supervision and implementation of assessment and accreditation standards and initiatives, including separate specialized accreditation.

ESSENTIAL FUNCTIONS:

1. Assessment
 - Ensure that department and program assessment plans are developed and implemented.
 - Contribute to the evaluation and supervision of the curriculum and instruction ensuring the delivery of quality academic programs.
2. Administration
 - Contribute to the institutional commitment to a Biblical Worldview by addressing this issue in class and in curriculum standards.
 - Assist the Provost in the recruitment of faculty and staff for the program.
 - Recruit adjunct faculty for the Hoff School of Business
 - Support and participate in the development of faculty orientation materials
 - Supervise faculty and administrative staff in the department.
 - Develop and maintain a calendar of classes for all business school programs.
 - Supervise the implementation of all classes planned for the year.
 - Work with faculty advisors as needed to approve students' academic degree plans, academic advising and assure that degree requirements are met according to academic policies and standards.



- Interact with the Registrar's office in transcript evaluation and recording of student progress.
- Interact with Provost's office for reporting of adjunct contracts and faculty overload.
- 3. Curriculum
 - Develop and implement program goals for undergraduate and graduate programs.
 - Supervise the development of the department curriculum in cooperation with the appropriate department directors and committees.
 - Implement and ensure adherence to the standards of Northwest Commission of Colleges and Universities (NWCCU) and other relevant approval bodies (AACSP).
- 4. Enrollment/Marketing
 - Actively participate in the marketing of the program and develop partnerships external constituencies.
 - Facilitate the recruitment and admission of students in cooperation with the Admissions Office.
- 5. Budget
 - Oversee the preparation and management of the department budgets including expected revenue and line item expenditures.
 - As appropriate, seek out possibilities for grant funding and/or alternative revenues sources
 - Report regularly to the Provost on budget status and programmatic issues
- 6. Community Liaison
 - Actively represent the program to campus and community groups through ongoing and systematic community relations efforts.
 - Participate in committee assignments as requested.
- 7. New Programs
 - Seek and implement the delivery of programs using online format, as appropriate
 - Contribute to the innovative delivery of education in the classroom and other learning venues, where appropriate.
 - Perform other duties as assigned.
- 8. Teaching and Research
 - Teach 6 FTE each semester and 3 FTE in the summer in appropriate areas of expertise within the school
 - Contribute to research within the respective discipline

KNOWLEDGE, SKILLS AND ABILITIES:

- Passion for inspiring others to integrate personal discipleship and ministry into business
- Experience in dealing effectively with people in scheduling, budgeting, and advising.
- Ability to organize, motivate, and positively influence others to meet established goals.
- Committed to developing the gifts and talents of those being served.
- Ability to connect with community to promote for the University and the Hoff School of Business.
- Desire to be personally involved with students.



- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Strong written and verbal communication skills.
- Ability to read, analyze and interpret common educational journals/reports, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from students, parents, alumni, or members of the education and business community.
- Ability to effectively present information to public and/or on-campus groups.
- Demonstrated experience with discretion and integrity in dealing with sensitive and/or confidential matters of university business.
- Known as a follower of Jesus Christ and a person of moral integrity.

WORKING CONDITIONS: Regular working hours with occasional evening and weekend obligations. Some travel.

QUALIFICATIONS AND REQUIREMENTS:

1. Terminal degree preferred and Master's Degree required.
2. Experience in higher education teaching is required.
3. Business experience, outside of the education sector is preferred.
4. Evidence of scholarly activities
5. Demonstrated administrative experience
6. Strong commitment to the liberal arts and faith-based mission of the university and a full appreciation for the value of experiences that will assist students in their total development as educated Christians.
7. An active member in a local church as outlined in the *Employee Handbook*.
8. Evangelical Christian commitment and lifestyle consistent with the university's mission as described in the institutional Statement of Faith.
9. Employees should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally

Corban University is a Christian university whose purpose is to educate Christians who will make a difference in the world for Jesus Christ. The university is accredited by the Northwest Commission on Colleges and Universities.

Corban provides a strong Bible-centered academic program with more than 50 majors and programs of study including professional, liberal arts, and ministries. Along with traditional and adult degree completion programs at the undergraduate level, Corban offers graduate teacher licensure programs and graduate degrees in education, business, counseling, and ministry. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church. Within these guidelines, it is our policy to provide equal opportunity to all applicants, employees and students and to not discriminate on the basis of gender, disability, race, color, national origin or age in access to, or treatment in employment.

--



Interested Candidates please submit the following:

- Letter of application
- Curriculum vitae and transcripts
- Brief testimony of your Christian faith and statement of current ministry involvement
- Three letters of recommendation
- Completed Corban faculty application found on our website: www.corban.edu/employment

Send to :

Dr. Michael Patterson

Provost

5000 Deer Park Drive SE

Salem, OR 97317-9392

503-375-7192

mpatterson@corban.edu