



POSITION: ASSISTANT/ASSOCIATE PROFESSOR OF ACCOUNTING

COLLEGE OF BUSINESS AND ENTREPRENEURSHIP

POSITION SUMMARY:

North Greenville University is receiving applications for the position of Assistant/Associate Professor of Accounting beginning in Fall 2021. Preference will be given to candidates who hold an earned doctorate in Accounting or Finance (or an earned doctorate with a concentration in Accounting or Finance) from an accredited institution. Applicants with a master's degree may be considered for employment as an Instructor. Preference will be given to those who can teach a variety of Accounting topics as well as introductory courses in Finance.

North Greenville University is a teaching university affiliated with the South Carolina Baptist Convention. Members of the NGU faculty are orthodox Christians who have a strong personal faith in Jesus Christ, are role models in their piety and ethics, maintain active membership in an evangelical congregation, and mentor students academically and spiritually. They are Christian scholars who reflect upon their discipline from the perspective of a biblical worldview and are expected to teach in accordance with, and not contrary to the University's Statement on Human Flourishing. All employees of NGU are required to abstain from beverage alcohol and illegal drugs.

RESPONSIBILITIES:

- Teach Accounting and introductory Finance courses in the classroom and in an online environment, as necessary.
- Hold weekly office hours to support students academically and spiritually.
- Serve as an academic advisor and mentor to assigned students.
- Participate in department, college, and university-level meetings.
- Participate in department-level course, curriculum, and program development.
- Ensure the security of assessment tools and confidential documentation.
- Effectively utilize and monitor the learning management systems.
- Appropriately maintain student records, grades, and attendance to ensure accuracy.
- Meet all university deadlines for syllabi and grade submission.



- Serve on academic committees as assigned.
- Engage in service and scholarly activities.
- Model genuine Christian faith in and beyond the classroom.
- Intentionally and explicitly integrate the Christian faith with teaching and scholarship.

Physical Requirements:

- Visual Abilities: Read reports, create presentations, and use a computer system for teaching and administrative duties.
- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity: Grasping, feeling, writing, typing and using the telephone, copier, and computer systems.
- Mobility: Open files and operate office machines; move between departments and attend classes, meetings, and functions across campus.
- Speaking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, pulling, pushing: Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force ordinarily, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

TRAVEL:

There are no outside travel responsibilities with this position; however, all faculty are expected to be able to travel to campus for all class sessions and occasional departmental and faculty meetings.

WORKING RELATIONSHIPS:

This position is a full-time, nine-month position. This position will report to the Chair of the Department of Accounting, who reports to the Associate Dean for Undergraduate Programs of the College of Business and Entrepreneurship, who reports to the Dean of the College of Business and Entrepreneurship.



WORK SCHEDULE:

Normal academic operations are Monday through Thursday, 8:00 am – 4:30 pm, and Friday, 8:00 am – 1:15 pm. Occasional work may be required on weekends and evenings for special university events required.

APPLICATION:

As part of the application, candidates should submit a cover letter, CV, copies of transcripts, and the contact information for two professional references, and one reference from a leader in your church. Candidates submitting materials by February 28, 2021 will receive full consideration. Review of candidates will continue until the position is filled.