

## **Spring Hill College Position Description**

### **Title**

Assistant Professor in Management Information Systems (MIS); tenure-track position.

### **Qualifications**

Ph.D preferred, Master's degree required in Management Information Systems (MIS), Computer Information Systems (CIS), Computer Science (CS), or business-related field required. Minimum of 18 graduate semester hours in CIS, MIS, or CS are required. Teaching experience and professional/management experience in CIS, MIS, or CS highly desirable. Ability to use computers and related educational technology as part of instruction. Skills in teaching wide range of undergraduate courses (such as Introduction to Computers, App Development, Website Development and Programming in C++ and/or Java). Experience in SAP ERP a plus. Depending on qualifications, teaching in the MBA program could be assigned. Ability to communicate effectively with students essential. Emphasis is on superior teaching, and full involvement with the students and the intellectual life of the College.

### **Responsibilities and Requirements**

1. Teach a course load per semester (Fall and Spring) in the Division of Business. Normal course loads at Spring Hill College are 12 hours (four courses with three preparations); these course loads are subject to change as needed and assigned by the Division Chair to ensure orderly course scheduling in the Division of Business. The course load may be taught for undergraduate and/or graduate courses in the daytime, in the evening, or online.
2. Hold regular office hours on campus (minimum of 10 hours per week between in-office and virtual). Participate in the academic advisement of undergraduate and/or graduate students as assigned by the Division Chair.
3. Assist with maintenance of appropriate MIS/CIS offerings in the Spring Hill College library. Maintain or assist with recommendations for hardware and software in Spring Hill College computer laboratories and classrooms.
4. Assist with community service projects.

5. Assist in the recruitment, enrollment, and retention of undergraduate and graduate students on campus during daytime, evening, and weekend functions.
6. Assist in the development of Divisional goals and objectives, and engage in related scholarship and service.
7. Cooperate with, and observe, all College and Divisional review and evaluation procedures for tenure-track faculty, including classroom visitations by the Division Chair.
8. Serve on College and Divisional committees (standing and ad hoc) as assigned by the Division Chair or the academic administration of the College.
9. Observe all policies and procedures for employees of Spring Hill College as specified in the Spring Hill College Employee Policies and Procedures Manual.
10. Perform other duties and assume other responsibilities as assigned by the Division Chair.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will respond to any other instructions, or perform any other related duties, as may be assigned by the Division Chair of Business.

Spring Hill College is an Equal Employment Opportunity (EEO) Employer.