



Join Our Talent Community

Finance and Accounting (Tenure Track)

Full Time

Beaver Falls, PA, US

6 days ago

Requisition ID: 1018

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Geneva College invites applications for a full-time, tenure-track faculty in the Tannehill Department of Business, Accounting, and Sport Management. This position can begin as soon as possible. The review of applications will begin immediately and continue until the position is filled.

Following is a complete job description with required skills, abilities, education, and experience. Applicants meeting the minimum qualifications should submit the following information for consideration.

Application Process:

Application materials are required to include the following items below. Any application that does not include these items, may not be considered.

- A. A Cover Letter, which addresses your interest in this position, date of availability, and the specific skills and qualifications related to this position.
- B. A one-page statement of faith ('This is what I believe').
- C. A statement of your faith journey and a narrative of your past and present church involvements.
- D. A statement which describes the integration of your field and Christian faith in light of the 'Foundational Concepts of Christian Education' (these concepts are available at https://www.geneva.edu/about-geneva/foundational_concepts).
- E. A current vita/CV.
- F. Unofficial undergraduate and graduate transcripts (official copies will be required before being appointed).

Work Environment:

Geneva College's Bachelor of Science in Business Administration, Bachelor of Science in Sport Management, and Master of Business Administration programs are globally accredited by the Accreditation Council for Business Schools and Programs. All applicants must be academically or professionally qualified under ACBSP standards, possess a record of successful teaching excellence, demonstrate an understanding of the practice of faith integration, and be committed to working as an integrated team member in the Department.

Apply

Geneva College employs a typical educational structure whereby the college is organized by academic departments. This position is in the Tannehill Department of Business, Accounting & Sport Management and reports to the Department Chair. Teaching is primarily at the undergraduate level and in the classroom. The selected individual is expected to be able and willing to teach in the MBA classroom and online modalities.

Summary of Responsibilities: As a tenure-track faculty member, this position requires the appropriate academic qualifications and professional experience to teach Finance courses and upper-level courses in our Accounting program. Advising and committee work, along with other duties as assigned, are essential responsibilities of this position. This role requires a student-centered, innovative leader and teacher that works well in a team environment. The Department places a high value on student-faculty interaction and collegiality, and this position is expected to be engaged beyond the classroom.

Essential Responsibilities: (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

- A. Teach twelve contact hours per semester.
- B. Adequately prepare all course materials and lessons (Note: preparation time will vary based on instructor experience in teaching that course).
- C. Provide each student with clear course expectations, evaluations, and timelines through carefully written topical outlines and approved syllabus per faculty established guidelines.
- D. Provide interesting and relevant assignments for students that demonstrate learning outcomes in a real-life setting.
- E. Suitably challenge, engage, support, and communicate with students to encourage their participation and learning while maintaining mutual value and respect.
- F. Provide timely grades to students through college software and upload mid-term and final grades by college deadlines.
- G. Respond to student questions on a timely basis.
- H. Ensure course and program learning outcomes are delivered as defined by the syllabus.

Exhibits behavior that is consistent with and supportive of Geneva's mission, vision, core values, and standards of conduct:

- A. **Geneva Mission Statement:** Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.
- B. **Vision Statement:** Geneva College will inspire students to integrate faith in Christ into all aspects of life in the real world, and to serve faithfully within their callings for Christ and Country.
- C. **Core Values:**
 - 1. Serve with grace.
 - 2. Pursue Godly wisdom.
 - 3. Foster academic strength.
 - 4. Engage culture faithfully.
 - 5. Inspire vibrant hospitality.
 - 6. Honor one another.
- D. **Standards of Conduct:** Employees of Geneva College will affirm upon hire, and annually thereafter, their promise to abide by the College's Standard of Conduct Policy. All employees must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of the College, either expressed or implied. It is expected that employees will conduct themselves in a manner consistent with biblical standards, values,

and character. These standards of personal conduct do not apply to family members and/or friends of the employee.

Job Requirements - Administrative:

- A. **General:** Individuals must possess the knowledge, skills, and abilities listed or are able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations in order to safely perform the essential responsibilities of the job.
- B. **Physical:** Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to computers, printers, copiers, scanners, and telephones.
- C. **Confidentiality:** Individuals must recognize that management of data, including personal information, grades, budgets, programs, and policies is necessary to the operation of the College. Such information must be kept private and confidential for the protection of the College and to obey Federal and/or State laws. Should there be doubt as to whether a certain matter is to be protected, it should be discussed with your supervisor before making a disclosure.
- D. **Mental:** Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems.

Qualifications:

A. Minimum:

1. **Education & Experience:** A Ph.D. or D.B.A. in a business-related field is preferred. In lieu of a terminal degree, applicants with a master's degree (with a focus in Finance and/or Accounting) plus significant work experience in the field and/or successful teaching in a college business program will be considered. A master's degree in a business-related field is the minimum qualification for this position. The aforementioned degree(s) must be from an accredited U.S. college/university or international equivalent.
2. **Christian Commitment:** An eligible candidate must be a thoughtful and articulate Christians and an active member of a Protestant evangelical Christian church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's 'Foundational Concepts of Christian Education' by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

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