



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Faculty Business Administration

Job Description

POSITION TITLE:

Business Administration Faculty

POSITION PURPOSE:

- The quality of faculty is critical component of the quality and success of the department of Business Administration
- Business Administration Faculty will be academically prepared and will be proven effective teachers based on a review of their teaching portfolio by a faculty search committee of the department and the college of business administration
- Business Administration Faculty are expected to demonstrate a history and currency in providing quality education that aligns well with PMU educational philosophy and methods that provide a student centered and positive environment

DUTIES AND RESPONSIBILITIES:

Business Administration Faculty will have the primary teaching responsibilities for business administration department's academic courses. These will include:

- Teach designated business courses
- Continuously maintaining and improving the quality of the courses being taught
- Reviewing the courses taught through accurate records for accreditation purposes
- Selecting core textbooks
- Preparing course syllabi and teaching materials
- Planning in class team activities and assignments
- Constructing and grading student assessments, and preparing examinations
- Keeping students records
- Supervising capstone projects and internships
- Holding regular office hours

- Advising students on matters regarding academic, curricular and careers
- Participating in different departmental and college committee's
- Participating in scientific research, consultation projects, professional training courses...etc

QUALIFICATIONS/PROFESSIONAL EXPERIENCE:

- The candidate should have a PhD. in business administration/Management or related field from a reputable Western university.
- The candidate should have at least 3-5 years of teaching experience in a reputable university.
- The candidate should have good research experience, with reasonable publications in international refereed journals.
- **Industrial experience** is considered as an added bonus.
- The candidate should have excellent communications skills in English.
- The candidate should be familiar with technologically infused academic environment.
- Candidate's **previous experience in the Middle East** in general and **GCC** countries in particular is also an added bonus.
- The candidates should have **cultural awareness and sensitivity**