

MBA Assistant Professor of Business Administration 2022/2023

Master of Business Administration (MBA)

Notre Dame College's MBA is entering its second year of operations. The MBA attracts students and faculty from Cleveland and Northeastern Ohio, across the U.S.A., and nations around the globe. The program administrators work closely with faculty, staff, and students to design, develop, and sustain a welcoming and challenging graduate college experience. The MBA@NDC is committed to the development of community and business partnerships to advance student knowledge, practice, and understanding of the changing business world. The MBA emphasizes educational excellence, prepares students for lives of importance, and stresses personal and professional responsibility and accountability.

MBA students are prepared for the rapidly changing world of business and offered opportunities to strengthen ethical and moral leadership and entrepreneurship skills. The program advances student prowess in collaborative problem-solving, teamwork, communication, research, and analysis. The MBA courses reinforce the concept of service beyond self, encourage students to practice authentic leadership, and empower learners to discover and leverage their authentic voices for the betterment of their own lives and the world.

The MBA is purposefully designed as a cohort model to ensure students experience a sense of belonging, friendship, and support. The program fosters connections between and among students, professors, and external business stakeholders. Students enter the MBA program in either Fall or Spring; however, courses can be taken throughout the year, including summer. Students begin the ten-course sequence with MBA 500 Leadership and conclude the program with MBA 640, Strategy Capstone, an integrative and experiential learning course. Each of the other eight courses contain content which is intentionally integrated into the final Capstone course. In addition to these courses, other offerings include MBA 510 People (H.R Strategy), MBA 520 Communication, MBA 530 Operations, MBA 540 Accounting, MBA 600 Marketing, MBA 610 Finance, MBA 620 Management, and MBA 630 Technology.

The MBA@NDC is committed to program innovation, continuous improvement, and academic excellence. Three clusters of excellence in which the program is intent on developing are as follows: Leadership/Strategy, Accounting/Finance, Operations/Management.

The MBA Assistant Professor of Business Administration Position

The MBA Office is seeking a business administration scholar, who holds a Ph.D. or DBA in one of the three clusters of excellence as noted above. Additionally, the position will be best served by an applicant who has had professional business experience in one of the clusters of excellence.

Faculty applicants with interest in collaborating with faculty colleagues and the Director to build the MBA program are strongly encouraged to apply.

Notre Dame College (<https://www.notredamecollege.edu/>) invites applications and nominations for the MBA Assistant Professor of Business Administration. The assistant professor reports to the Director of the MBA. MBA faculty and the MBA Director report directly to the Division Chair of Business Administration.

As a joint member of the Business Administration Division and the MBA Department, the faculty member will dedicate his or her time in pursuit of MBA teaching, course development, and academic responsibilities within the domain of the MBA program. The assistant professor is accountable for maintaining and creating quality academic MBA courses in his/her field (online and campus), advising MBA students, and empowering MBA students to take on increased levels of responsibility as graduate students. The MBA assistant professor is expected to participate in programmatic growth opportunities to develop, deepen, and expand the MBA. All graduate and undergraduate faculty participate as members of the Business Administration Division and Faculty Senate, the college-wide faculty governance system. The assistance professor is expected to attend monthly Faculty Senate meetings and the Business Administration's Division monthly faculty meetings. As the Business Administration Division advances toward the American Council of Business Schools and Programs (ACBSP) accreditation, MBA full-time faculty members will be expected to participate in readying the MBA program and its courses to join the community of ACBSP scholars.

The ideal candidate will have a doctorate from an accredited institution in an academic discipline associated with either one of the three clusters: leadership/strategy, accounting/finance, or operations/management. The preferred candidate will have a distinguished record of teaching, scholarship, and collegial service. Additionally, candidates should have business experience in the discipline as a professional, leader or entrepreneur. A strong commitment to the ideals of a liberal arts education; academic integrity; an appreciation of the mission of the College and an understanding of the Sisters of Notre Dame's mission and core values of service beyond self are essential.

The College offers renewable contracts to its full-time faculty members, many of whom have been with NDC for over 20 years. However, the College does not offer faculty members the opportunity to pursue tenure.

MBA Faculty Responsibilities:

Responsibilities include the following: teaching graduate business courses; designing and updating MBA courses in campus and online environments; advising students; serving on MBA and institutional governance committees; participating in MBA and collegiate events; engaging in community and business partner outreach and or research; and participating in other related professional development opportunities and essential duties geared toward developing MBA reputational excellence.

Required Qualifications:

Candidates must hold a Ph.D. or DBA from a regionally accredited institution of higher learning in business administration with a discipline-specific area of focus in one of the three clusters of excellence: Leadership/Strategy, Accounting/Finance, or Operations/Management. Earned credentials must be from a regionally accredited university,

Business teaching experience at the collegiate level.

Preferred Qualifications:

- Teaching experience at the graduate/MBA level experience preferred
- Familiarity with online LMS environments; teaching experience in classrooms and online environments

- Familiarity with course and instructional design for updating course content
- Experience with student advising and higher education assessment and reporting
- Business experience in one of the three clusters of excellence, as a professional, leader or entrepreneur

Required Documents to Attach:

- Curriculum Vitae
- References (3-5 professional references)
- Cover Letter/Letter of Application

** Please note that a successful background check will be required as a condition of employment.*

Contact information:

- If you have questions, please contact Dr. Joyce A. Banjac, Director of the MBA Program
jbajac@ndc.edu or 216-373-6346
- Judy West, Director of H.R. jwest@ndc.edu.

Mailing address:

Notre Dame College
4545 College Avenue
South Euclid Ohio 44121

Committee Composition

The MBA Search Committee is a function of faculty governance. The Committee is comprised of the MBA Director, three faculty representatives from the Business Administration Division, one MBA faculty member who serves as the representative of the Communications Division, and one faculty member associated with the Division of Nursing.

Notre Dame College

Founded in 1922 by the Sisters of Notre Dame, Notre Dame College is a Catholic liberal arts institution. The College offers graduate and undergraduate programs via campus classrooms and online course offerings. In addition to its array of academic programs, the College offers competitive sports through the National Collegiate Athletic Association (NCAA) as well as intramural sports. Notre Dame College's beautiful campus is in South Euclid, a community east of Cleveland, Ohio. The City of Cleveland is home to an extensive park system, lakes, and centers of recreation and entertainment.