

Assistant Professor Master of School Administration
North Carolina A & T State University

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Posted Nov. 26, 2019, set to expire Apr. 11, 2020

Job Title	Assistant Professor Master of School Administration
Department	Leadership Studies & Adult Education
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Nov. 26, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Assistant Professor
Academic Field(s)	Higher Education Administration
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Job Description

The primary responsibilities for this position include teaching graduate level courses, conducting research, student advising, student mentoring and recruitment, curriculum development, conducting scholarly activities and all other activities required for tenure. Other responsibilities include, but are not limited to, engaging in accreditation procedures, program assessment and service to the Department, College and University as needed.

Instructional

- Evaluate and grade students' class work, assignments, and papers.
- Prepare and deliver lectures to graduate students.
- Initiate, facilitate, and moderate classroom discussions.
- Prepare course materials such as syllabi,

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homework assignments, and handouts.

- Compile, administer, and grade examinations, or assign this work to others.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Maintain regularly scheduled office hours to advise and assist students.

Research

- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences.
- Conduct research in a particular field of knowledge and publish findings in professional journals, books, or electronic media.

Administrative

- Collaborate with members of the public schools, to develop new programs, and to provide student access to learning opportunities such as internships.
- Supervise graduate teaching, internship, and research work.
- Develop and maintain course websites.
- Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
- Participate in student recruitment, registration, and placement activities.
- Participate in campus and community

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events.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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