



## **Chair of Business Administration, tenured-track**

The Department of Business Administration at the University is created to address the issues of business and management in different cultural contexts. The primary mission of the Department is to educate students in small, interactive classes where they can learn, acquire skills, and form attitudes and values appropriate for leading and serving in a global society. It strives to do this in the context of a friendly and caring learning community. The programs in Business Administration build on the university's cross-cultural expertise and service traditions and prepare men and women for management and professional positions in for-profit businesses and non-profit organizations.

The programs in the Business Administration intend to educate students from a cross-functional, cross-cultural perspective, equip them with the intellectual tools they need to assume responsible positions in organizations, and develop them into well-rounded managers with a life-long learning capacity.

### **Job Summary:**

Responsible for the shared governance of the Business Department's daily operations, management and growth, including oversight of the department budget, strategic plan, program and curriculum assessment and improvement, accreditation compliance, and faculty recruitment and evaluation.

### **Job Duties and Responsibilities:**

- Daily operation of the Business Department
- Management of business full-time and adjunct faculty
- Develop and revise curricula of the business programs based on internal and external inputs
- Recruit new faculty
- Responsible for creating class schedule each semester
- Organize faculty meetings
- Cooperate and assist with student recruitment
- Advise students
- Outreach to local communities
- Represent the business department on university
- Others as assigned by the President and/or CAO

### **Qualifications:**



- Ph.D. in business administration or related field; preferably from an AACSB accredited program
- Administrative experience in higher education
- A distinguished record in teaching, research, and professional and/or community service

**Knowledge, Skills, and Abilities:**

- Demonstrated capacity for participatory decision making and shared governance
- Effective relationships with department chairs to enhance the department and University mission
- Effective leadership skills with vision, integrity, multicultural awareness, global perspective, and good communications
- Proven ability to work effectively with a wide range of constituencies in a diverse environment
- Strong commitment to graduate and undergraduate teaching
- Strong commitment to interdisciplinary education & research
- Commitment to socially responsible and sustainable business practices
- Demonstrated innovation in developing business programs
- Strong track record of research and publications, as well as ability to provide guidance for research activities within the department
- Experience in organizing and speaking at academic and professional conferences
- Knowledge of and commitment to whole-person education
- Knowledge of mindfulness and contemplative practices
- Knowledge and skills in accreditation compliance

Salary is commensurate with experience and qualifications. Review of applications begins January 3, 2017. The position will remain open until filled. Please submit a letter of interest, curriculum vitae and a list of at least three professional references to:

University of the West, Human Resources  
1409 Walnut Grove Avenue, Rosemead, California 91770  
Fax: (626) 656-2140; or Email [hr@uwest.edu](mailto:hr@uwest.edu)