

Lander University  
Greenwood, South Carolina  
Assistant Dean, Online Programs and Internships / Lecturer College of Business

**The Position:** The College of Business is searching for an Assistant Dean of Online Programs and Internships / Lecturer (12-month position / non-tenure track) to start October 15, 2020.

**Minimum Qualifications:** The minimum education requirement for appointment to this position is a master's degree in business or a directly-related field.

**Preferred Qualifications:** Evidence of previous administrative experience involving online programs including instructional online education experience and the ability to administer online and internship programs are required for the role. This is a campus-based administrative position and not remote.

**Responsibilities:** This position carries the primary responsibility of coordinating the current online programs within the college and administration of the Bachelor of Applied Science (BAS) in Business Administration and Bachelor of Science in Business Administration (BSBA). The administrative position requires that the individual mentor online faculty and lead new program and course online curriculum. The assistant dean is also responsible for overseeing business students in their internships throughout the semester and evaluate their overall performance. The position will be responsible for maintaining and creating external relationships with industry partners for student placement in internships. The assistant dean online programs / internship coordinator will also instruct in business courses and advise BAS, BA / BSBA online students as well. This is a full-time 12-month, non-tenure track faculty position within the college. Instructional and Administrative responsibilities include: Administer, supervise, and evaluate the online business programs and all internship courses within the BSBA programs and students within the College of Business in the areas of Accounting, Financial Services, Business, Sports Management, and Healthcare Management Mentor online faculty and lead new program and course online curriculum. Maintain and foster additional relationships with industry partners for internship purposes and BAS BA and online BSBA program recruitment Instruct in business courses within the individual's area of degree emphasis or other instructional needs as deemed by the dean. Oversee and assist in administering college student professional development functions which include industry networking events and business student etiquette dinners. Participate in additional college service and recruitment events as needed which may include university open houses and service to programs offered at the University Center Greenville (UCG) Advise students as needed by the college and work with the college and university in efforts in assist and retain students within their respected programs in the College of Business. Position reports to: Dean, College of Business

**Salary:** Salary commensurate with education and experience.

**The College:** The College of Business offers a Bachelor of Science degree in Business Administration with four emphasis areas: Accounting, Financial Services, Health Care Management, Sports Management, Hospitality Management, IT Management and Management/Marketing. The college also offers a fully online Masters of Science in

Management program in Quality Management. The primary focus of Lander University is teaching and the College of Business emphasizes a student-centered learning environment. The College of Business is accredited by AACSB International. The University offers an excellent benefits package. Lander University is located in Greenwood, South Carolina, in the Piedmont of western South Carolina, just 2-4 hours from the beautiful South Carolina beaches or the Blue Ridge Mountains.

**Closing Date:** Priority will be given to candidates whose files are complete by September 30, 2020 and review will continue until the position is filled.

**How to Apply:** All applicants should submit the following A cover letter clearly stating the candidate's teaching and interests and that addresses the duties and qualifications articulated in the position description; A current curriculum vitae; A list of three references, with contact information; Sample course syllabi and official student evaluations, if available Electronic submissions are highly preferred and should be addressed to the College of Business Search Committee and e-mailed to [cmiller@lander.edu](mailto:cmiller@lander.edu).

Please address all nominations, inquiries, and hard copy applications materials to:

Cathy Miller  
College of Business  
Lander University  
320 Stanley Avenue  
Greenwood, South Carolina 29649-2099

Lander University values diversity in its community, and strongly encourages applications from members of underrepresented populations. Lander is a tobacco free institution. All final candidates are subject to successfully completing background requirements. Note: The University generally does not sponsor an H-1B Visa. AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/TITLE IX