



BENNETT COLLEGE

Job Posting

Title: Asst. Professor, Business /Dir., Center for Entrepreneurial Studies

Date of Posting: 11/08/16

Closing Date: Until Filled

Job Code: 16-1108BCW

Department: Business, Economic & Entrepreneurship

Reports To: Dean of Humanities, Business & Professional Studies

GENERAL SUMMARY:

This is a faculty position in the Department of Business, Economics & Entrepreneurship, with additional duties as the Director for the Center for Entrepreneurial Studies (CES) at Bennett College. The Director of CES is responsible for all aspects of operations, particularly Student Services and Academic Affairs functions. Additional responsibilities include: to provide ongoing leadership and vision; oversee the minor Entrepreneurship; plan outreach activities; develop and implement action plans; and represent CES in public and professional communities. In collaboration with the Chair of Business, Economics & Entrepreneurship, the Director will identify, establish, and manage partnerships with internal and external departments, institutions, centers, government institutions, and community organizations, to collaborate on services, programs, initiatives, and conferences or summits; develop the strategy for marketing and branding of its programs; and oversee and coordinate the work with the CES permanent staff and faculty.

ESSENTIAL JOB FUNCTIONS:

- Teach three (3) courses in Entrepreneurship and Business each semester.

- Implement the CES strategic plan to further the vision and mission of being the "go-to" resource for entrepreneurship and job creation in the region.
- Collaborate with departmental faculty and other stakeholders to create and implement an entrepreneurial curricular experience that engages students and faculty members, and brings them closer to the business community.
- Maintain an active alumnae and industry-focused database that will increase the participation of alumnae in CES activities, including participating in social events, providing career advising and mentoring to students, serving as guest speakers, judging case competitions, sponsoring research projects with faculty, or acting as liaisons for experiential learning projects.
- Forge relationships with local small businesses and corporations within the community.
- Provide strategic direction for the development and execution of the programs and outreach efforts.
- Design and coordinate with the Business department to periodically review curriculum for Entrepreneurship programs.
- Maintain the CES in alignment with the mission of the college.
- Provide guidance to ensure that CES will become a premier program in the nation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Creative problem solving and collaboration skills that will be instrumental in building positive relationships with a wide variety of individuals.
- Skills in research, grant writing and revenue generation for sustainability of the center.
- Ability to use analytics tools and data bases to measure program successes (e.g. ACCESS, SAP, SPSS and other statistical platforms) and identify new opportunities and partnerships.
- Connect with the local entrepreneurial ecosystem.
- Applicants should have teaching experience and a record of scholarly achievement.
- Strong knowledge of information technology.

EDUCATION AND EXPERIENCE:

Master's or Doctoral degree in Entrepreneurship, Business Administration, or related area, with at least five (5) years of related work experience.

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **16-1108BCW**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.