



# OAKWOOD UNIVERSITY

*Employee Services/Human Resources*

## NOTICE OF AVAILABLE POSITION

**POSITION:** Assistant or Associate Professor

**DEPARTMENT:** Communication

**STATUS:** Full-time (38 hours)

### QUALIFICATIONS:

- Master's Degree required; Doctorate preferred.
- Minimum of five years professional experience in the Public Relations Industries.
- University teaching experience preferred. Sensitivity to cultural and gender diversity.
- Team player, efficient, conscientious, and punctual.
- Strong interpersonal skills. Excellent time management skills.

### BRIEF DESCRIPTION OF DUTIES:

- Facilitate the public relations curriculum and oversee concentration majors and minors.
- Incorporate discipline trends and changes into current PR classes.
- Find opportunities for students to participate in PR knowledge and skill development.
- Oversee the operation of CSM Student PR Agency.
- Serve as primary PR advisor for PR major and secondary for PR minors.
- Create and maintain semester and annual reports on activities, effectiveness and graduates.
- Prepare students for and implement annual exit exam.
- Participate in departmental activities related to recruitment and retention.
- Serve n assigned university committees.
- Other related duties as assigned by chairperson.

**SALARY:** Commensurate with education and experience.

**STARTING DATE:** July 1, 2017.

**CLOSING DATE:** To be determined.

**HOW TO APPLY:** Interested persons must submit an Oakwood University Employment Application (found online at oakwood.edu under Human Resources), along with a vita, statement of research and teaching interest, three letters of recommendation and copy of Degree(s)/transcript(s). Application and supporting documents may be emailed, mailed, or delivered.

Oakwood University participates in 

**OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER♦FEB 2017**

**♦GOD FIRST♦**

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