

Pacific Union College

Job Description

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| Position Title: | Assist, Assoc ,or Professor of Business Administration | Exemption Status: Exempt |
| EEO Classification: | 3 Professionals | Job Code: 25-1011 |
| Department: | School of Business | Position ID: 31510ASPRF |
| Reports To: | Dean of the School of Arts & Humanities | Wage Scale :V,X,L, Or C |
| Last Update: | 6/5/2026 | |

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

- Teamwork:** A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
- Integrity:** A necessary component for cultivating trust and mutual empowerment within our community.
- Professionalism:** A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
- Service:** A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Business Administration faculty member teaches Management and Finance courses, supports student engagement, and provides academic advising. This role includes contributing to departmental activities, participating in shared governance, and fostering a student-centered, close-knit academic community while maintaining positive community relationships.

ESSENTIAL FUNCTIONS

- Teaches successful business courses – primarily in Management, with a secondary area of responsibility in Finance.
- Assesses specific course assignments, qualifications and interests, as well as the evolving needs of the department.
- Promotes Pacific Union College strong emphasis on meaningful student engagement, and active participation in campus life.
- Faculty are expected to provide academic advising for departmental majors.
- Attends and contributes to departmental activities.
- Participate in the College's shared governance processes.
- Engages positively with the surrounding community.
- Promotes student-centered culture and faculty who contribute to a close-knit academic community.

EDUCATION

- Bachelor's degree in Business Administration
- MBA required

- A Ph.D., D.B.A., or ABD in Management or Finance is preferred,

LICENSE/CERTIFICATION

QUALIFICATIONS

- Teaching experience is strongly preferred, particularly in-person instruction at the undergraduate or graduate level.
- Experience with online education may also be considered.
- Candidates must demonstrate the ability to engage positively and collaboratively with students and colleagues in support of the Pacific Union College mission.
- In lieu of a terminal degree in Management or Finance, candidates with an MBA combined with active professional certification or licensure and significant, relevant professional experience will also be considered.
- Ability to integrate practical experience into engaging, student-centered instruction is highly valued.

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, weekend work, on-call/after-hours work, fast-paced work, and driving/operating machinery or vehicles.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the _____ job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date