



<b>FOR HR USE</b>	
POSN Number	TBD

**D R A K E   U N I V E R S I T Y**  
**F A C U L T Y   J O B   D E S C R I P T I O N**

NAME:	VACANT	COLLEGE/SCHOOL:	COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
DEPARTMENT:	COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION	TITLE:	ASSISTANT OR ASSOCIATE PROFESSOR OF PUBLIC ADMINISTRATION
REPORTS TO:	DEPARTMENT CHAIR AND DEAN	RANK:	FULL TIME TENURE TRACK
TO APPLY:	Submit letter of interest and a vita to: <b>Professor C. Kenneth Meyer,          Thomas F. Sheehan Distinguished          Professor and Chair, Search          Committee, Dept. of Management          Drake University          2507 University Avenue          Des Moines, IA 50311          E-mail: <a href="mailto:kenneth.meyer@drake.edu">kenneth.meyer@drake.edu</a></b>		

**ESSENTIAL JOB FUNCTIONS**

- Teaching graduate courses in the Master of Public Administration and Master of Business Administration Programs and related scholarly activity. Primary emphasis is in the area of public and nonprofit management and two of the following areas: leadership, public policy, strategy, volunteerism, not for profit board governance, healthcare policy and management.
- Excellence in teaching with demonstrated effectiveness in professional development and scholarly research productivity are expected.
- Effective teaching, productive research, and continuing career development are expected for promotion and tenure.
- Participation in and further development of certificate programs in public management, health management, and non profit management expected.
- Participation in College of Business and Public Administration and Department committees and performance of other university services as required.

Comments:

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The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.
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**ESSENTIAL ELEMENTS**

EDUCATION: Earned Doctorate in Public Administration, Nonprofit Management, Business or a related field is required. ABD's will be considered provided there is evidence of completion by fall 2009.

EXPERIENCE: Teaching experience at the university level is preferred. Public sector, nonprofit or business work experience is desirable. Must be able to present evidence of teaching effectiveness and research capabilities. Experience in and be willing to participate in and further develop professional certificate programs related to areas of teaching interests preferred.

OTHER ESSENTIAL TRAINING AND SKILLS: Windows computers and multi-media classrooms.