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| JOB TITLE                   | <b>Assistant Professor, Administrative Office Management</b>  |                     |
| LOCATION                    | New Providence Campus   |                     |
| START DATE                  | August 1, 2012  |                     |
| TYPE OF VACANCY             | Faculty   |                     |
| SCHOOL                      | Business  |                     |
| DEPARTMENT                  | Computer Information Systems  |                     |
| SUMMARY                     | <p>Established in 1974, The College of The Bahamas is the national higher education institution of The Commonwealth of The Bahamas. With an enrolment of almost 5000 students, the College offers two master's degrees, including an MBA, bachelor degrees and some associate degrees. The College enjoys extensive links with tertiary institutions throughout the Caribbean and North America and its credits are accepted by more than 200 colleges and universities in those regions and in Great Britain. With a view to attaining university status, the College has embarked aggressively upon a major expansion of its programme offerings, research activities and physical facilities and is incorporating e-learning methodologies into its repertoire of strategies for delivering instruction.</p> |                     |
| DUTIES AND RESPONSIBILITIES | <p>Faculty responsibilities include teaching undergraduate and graduate courses in Records Management, Administrative Office Management, Information Processing, Keyboarding, Machine Transcription and other business courses; participating in curriculum review, revision and development; participating in student recruitment and advisement; engaging in research and scholarly activities; serving on departmental, School and college-wide committees.</p>  |                     |
| QUALIFICATIONS              | <p>Applicants must possess an earned PhD or DBA in one of the abovementioned areas, teaching experience at the undergraduate and graduate levels and professional or managerial experience in a related area.</p> <p>Candidates must have evidence of a record of scholarly work, knowledge of the AACSB accreditation requirements and must be able to develop and teach online (web-based) courses.</p>   |                     |
| SALARY GRADE                | TD - Doctoral Degree  | \$42,160 - \$69,160 |
| APPLICATION DEADLINE        | December 31, 2011   |                     |
| APPLICATION INFORMATION     | <p>Applicants should send the following documents:</p> <ul style="list-style-type: none"> <li>• A completed College of The Bahamas Application for Employment Form (<a href="http://www.cob.edu.bs/hrprofile">www.cob.edu.bs/hrprofile</a>)</li> <li>• A letter of interest (highlighting work experience and accomplishments relevant to the position)</li> <li>• An up-to-date curriculum vitae or resume</li> <li>• Teaching philosophy statement</li> <li>• Evidence of excellence in teaching</li> <li>• Evidence of research and scholarship</li> <li>• Unofficial transcripts (official transcripts needed for employment)</li> <li>• At least three confidential, professional references</li> </ul>  |                     |

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|                 | <b><i>Applications will NOT be considered without the complete package.</i></b>   |
| MAILING ADDRESS | The College of the Bahamas<br>Human Resources Department<br>P. O. Box N-4912<br>Poinciana Drive & Thompson Boulevard<br>Nassau, Bahamas<br><u>Attention: Ms. Renee Mayers</u><br><u>Associate Vice President, Human Resources</u><br><br>OR<br><br><a href="mailto:hrapply@cob.edu.bs">hrapply@cob.edu.bs</a> |