TITLE: Graduate Faculty Member/Master of Science in Healthcare Administration (MSHCA) Program

DUTIES: Responsible for providing a quality learning environment and facilitating student mastery of course, program, and institutional learning outcomes through instruction that is practical, learner centered, and career-focused. Ensures quality, consistency, and compliance standards; is involved in the recruitment, admissions, and retention of graduate students; provides advising and guidance to graduate students, and oversight of graduate student research, as well as broader service to the institution. Teaching assignments include nine (9) credit hours each term during the academic year (fall, spring and summer terms). Assigned courses may be day, evening, weekend, on site, or online and may include off site instructional settings. Graduate faculty members ensure quality, consistency, and compliance with discipline and academic standards. Other responsibilities include serving on appropriate departmental and College-wide committees; pursuing a research and service agenda in support of institutional goals; involvement in professional development activities and organizations in their discipline; and active engagement in research and scholarly endeavors.

REQUIRED: An earned Doctorate degree in discipline related to Leadership (Ph.D. or Ed.D. preferred inclusive of the completion of a doctoral-level research project such as a capstone, thesis, or dissertation). Individual graduate programs will have specific degree requirements in addition to the doctorate; MSOLM faculty are required to possess an earned Master's degree (MBA preferred) in Leadership or a closely related field; MSHCA faculty are required to possess an earned Master's degree (MBA preferred) in Healthcare Administration or a closely related field. A minimum of 2 years successful teaching in graduate education plus related professional/career experience in the field taught. Teaching experiences must include working with adult learners in both on campus and online settings. Credential requirements may vary depending on degree program accreditation/approval. Additional requirements include active involvement in research and scholarly endeavors appropriate to the discipline; a full awareness and understanding of outcomes based education, active learning, and learner centered instruction inclusive of a strong customer-service philosophy and professional orientation as well as adult learning theory and practices and distance learning design and technology; effective interpersonal and communication skills; ability to work as a team member in a rapidly changing environment; attention to detail and ability to organize efficiently; demonstrated ability to listen carefully, to interpret accurately and to respond to a high volume of requests; proficiency in Windows operating environment and current Microsoft Office Suite products; and knowledge of computer hardware and software packages for use in computer-assisted learning initiatives.


HOURS: 12-month position. Day, evening, and/or weekend hours, as required.

REPORTS TO: Dean, Graduate Studies
POSTED: November 12, 2015. Internal candidates must post for the position within 10 calendar days from the date posted.

APPLY TO: Please submit a letter of interest with your salary expectations, as well as a current resume to: Human Resources Department, Peirce College, 1420 Pine Street, Philadelphia, PA 19102; e-mail to: JobsAtPeirce@peirce.edu; or fax to: (215) 670-9113. Materials submitted via email strongly encouraged. We will contact only those candidates who best meet our requirements.

Peirce College is an Equal Opportunity Employer and is committed to ensuring equal opportunity and enhancing diversity and inclusiveness in all employment decisions, policies, and practices.

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on the basis of race, gender, ethnicity, religion, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, creed, citizenship, sexual orientation, military status, or any other protected classifications in its employment, admissions, programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and College policies.

The Vice President, Human Resources/Chief Diversity & Inclusion Officer has been designated as Equal Opportunity/Title IX Coordinator to handle inquiries regarding non-discrimination policies (including policies prohibiting harassment and retaliation) and to serve as the overall campus coordinator for purposes of Equal Opportunity and Title IX compliance, and is available at 3R Alumni Hall, hsgolen@peirce.edu, or (215) 670-9328.

The Chief Employee Services/Risk Management Officer who is a member of the Human Resources Department has been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations, and is available at 3R Alumni Hall, akmurphy@peirce.edu, or (215) 670-9277.