



Randall University

Position: Director & Assistant Professor of Public Administration

Location: Moore, OK

Start Date: August 2021 (or sooner)

Randall University seeks an individual called to lead as the Director and Assistant Professor of Masters of Public Administration (MPA) Program. The Director is responsible for administrating and leading the Randall University Masters of Public Administration Program. This includes advising students, maintaining accreditation requirements, mentoring faculty and students, and completing teaching appointments as assigned by the Academic Dean.

The MPA Program was established in 2005 and has graduated over 45 students who are impacting the world for Christ. The program is a 39-hour online program with a heavy emphasis on project-based teaching. It includes three tracks: government, nonprofit, and emergency management. It is the only Biblically-based MPA Program in the State of Oklahoma.

In many ways the program is turn-key, as it includes passionate and qualified adjunct instructors and well-designed courses. The ideal candidate would place a heavy emphasis on recruitment and enjoy high autonomy to shape the program with her/his vision that is consistent with the institutional mission. The director will work with students to create an evidence-based project, which serves as their capstone project.

Core Competencies:

- Knowledge of principles, methods, and current developments in various fields of public administration.
- Integrates her/his comprehensive knowledge of public administration from a Biblical worldview.
- Excels in teaching online, adult learners.

Administrative/Service Responsibilities

- Engage in activities to support the mission and vision of Randall University.
- Recruit new students into the public administration program and retain current students.
- Advise/mentor students in course selection, degree completion, and career placement.
- Oversee program reviews, accreditation reports, professional development, data collection and analysis.



- Administrate and lead full-time and adjunct faculty members including development and instructor evaluation.
- Review and maintain program curriculum, course assignments and rotations.
- Participate in graduate department and university committee work.
- Participate in ongoing assessment at the course, program, and institutional levels.
- Other duties as assigned.

Teaching/Scholarship Responsibilities:

- Complete 18 academic workload hours, or equivalent, per academic year, not including independent studies.
- Engage in ongoing professional development and scholarship.
- Maintain regular office hours.

Required Qualifications:

- PhD or EdD in Public Administration or closely related field from an accredited institution.
- Exhibited evidence of continued professional growth and development.
- Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Randall University as found here: <https://ru.edu/about-randall/what-we-believe/biblical-foundations/>

Preferred Qualifications:

- Experience teaching courses at the college level is preferred.

Salary Range 35,000 to 45,000 (commensurate with experience)

The Candidate shall submit the following documents to careers@ru.edu for the search committee can review:

1. Upload a cover letter, which emphasizes his/her strengths with institutional fit.
2. Submit a curriculum vitae.
3. Select and submit one piece of additional evidence (statement on philosophy of teaching, reference letter, scholarly work, course evaluations).
4. Indicate interest in full-time or adjunct position.
5. List of three references.

5/21/2021