

February 15, 2016

**Academic Professional:  
Three-Year, Fixed Term Position Announcement**

**FACULTY TO TEACH INTERNATIONAL BUSINESS AND ASSOCIATE DIRECTOR,  
CENTER FOR INTERNATIONAL BUSINESS EDUCATION AND RESEARCH (CIBER)  
ROBINSON COLLEGE OF BUSINESS, GEORGIA STATE UNIVERSITY**

**PRIME FUNCTION:**

Position requires 50 percent teaching responsibility and 50 percent center administration and leadership. The former responsibility requires teaching undergraduate and graduate courses in international business as member of the *Institute of International Business, RCB*. The latter is largely an administrative and leadership position in *CIBER (Center for International Business Education and Research)*, a partially federally funded center of excellence.

Illustrative courses to be taught are introductory international business and international business strategy and operations in the *Institute of International Business*. In addition, the successful candidate will work under the direction of the CIBER Executive Director, and supervise overall administrative operations of the center's research, faculty/curriculum development, and business outreach activities in support of goals and objectives. In this context, responsibilities also include liaison with the U.S. Department of Education grants office and the Office of Sponsored Programs (OSP) in order to ensure that project implementation and strategic research initiatives are consistent and in compliance with established guidelines, policies and practices.

**DUTIES AND RESPONSIBILITIES:**

- Prepares and teaches international business courses for the *Institute of International Business*; develops instructional materials, and engages in service activities and student assessment of learning
- Plans, implements, and assesses the effectiveness of the CIBER Center's projects, processes, and activities.
- Liaisons with the university-wide research office (OSP), and other appropriate University personnel in the strategic planning and implementation of center's goals and objectives.
- Acts as a steward to resolve problems and issues affecting the Center, and recommends measures to improve the effectiveness and efficiency of activities and processes.
- Liaisons with the CIBER Program Administrator at the U.S. Department of Education and other federal employees; ensures compliance with federal regulations and procedures; prepares and submits proper accountability reports to the University and the federal government.
- Works closely and collaboratively with CIBERs at other universities; plans and implements joint programs, activities, and events.
- Utilizes electronic tools to monitor and evaluate key performance indicators associated with the Center; determines strategies to enhance unit specific processes.
- Works with the Assistant Director and Executive Director as appropriate in the management and supervision of the Center's funds (federal, University, private sources).

- Monitors and reports on the use of those funds for internal and external fulfillment as required; identifies potential areas for improved controls to ensure ongoing compliance with all applicable internal and external guidelines and requirements.
- Directs grant proposal preparation and submission processes.
- Develops, prepares and facilitates a variety of workshops, meetings, and conferences in conjunction with the Center's work agenda.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience in university level teaching and research activities.
- Experience in teaching in multiple cultural environments
- Skill in both verbal and written communication.
- Skill in management and interpersonal relations.
- Ability to quickly identify trends and develop/implement effective solutions.
- Ability to work effectively in an environment subject to quickly changing priorities and deadlines.
- Knowledge and skill in grant administration and delivery of support services.
- Knowledge of applicable regulations, standards and requirements associated with grant and contract research administration.
- Knowledge and skill in project or fiscal budgeting.
- Knowledge of principles, practices and methods of management and supervision of staff.
- Knowledge of computer applications and operational knowledge of information dissemination technology such as grants.gov, IRIS, and sponsor websites.

**MINIMUM QUALIFICATIONS:**

Faculty position in business administration. Doctoral degree is required. Evidence of previous teaching and grant management experience at a university setting. Evidence of excellent teaching as evaluated by students. Excellent organizational, administrative, interpersonal, and report preparation writing skills.