

# BAKKE GRADUATE UNIVERSITY

## Job Description

**Title:** Director of the Master of Arts in Social & Civic Entrepreneurship (MASCE) Degree Program and Full-Time Faculty  
**Reports To:** Dean of the Bakke Graduate School of Business (BGSB)  
**Status:** Exempt/Full-time Position

### GENERAL DESCRIPTION

The Director of the MASCE is responsible for the development, implementation, and delivery of a Master of Arts in Social and Civic Entrepreneurship (MASCE) degree program. Duties include recruiting, developing, and retaining qualified students and faculty. This program is focused on developing transformational business, governmental, and non-profit leadership in worldwide urban contexts through innovative social (private sector) and civic (public sector) entrepreneurship. Key customers include leaders of international non-profit organizations, small to mid-size business owners, and local government leaders.

### SPECIFIC AREAS OF RESPONSIBILITY

#### TEACHING

- ❖ Lectures and advises students for at least 18 graduate credits each year.
- ❖ Assists the Business Dean as needed in other business school courses and programs.

#### SUPERVISION

- ❖ Supervises and provides academic counsel to MASCE applicants and students.
- ❖ Supervises students' academic projects and MASCE classroom instruction.
- ❖ Supervises all personnel engaged in the MASCE education process under the direction of the BGSB Dean.
- ❖ Supervises other BGSB programs as assigned by the Dean.

#### PROGRAM PLANNING & ORGANIZATION

- ❖ Partners with the BGSB Dean in developing BGSB into a world-class, values-driven, business program that helps fulfill the vision of BGU.
- ❖ Provides administrative and educational oversight to MASCE academic programs, curriculum development, faculty recruitment, evaluation, and development in alignment with BGU's values and mission under the direction of the BGSB Dean.
- ❖ Develops new delivery locations for the MASCE program.
- ❖ Facilitates a mixed-format online, distance approach that weds distance and "in-person" intensive education so that the values of BGU are "fleshed out" globally.

#### MANAGING INFORMATION

- ❖ Ensures maintenance of updated course descriptions, syllabi, reading lists, and library resources for all MASCE courses.
- ❖ Keeps records of faculty coaching, course planning, course and program evaluation, outcome measurements, and other records necessary for meeting accreditation standards.
- ❖ Stays informed on current educational needs, trends, opportunities, and events that relate to the MASCE program and subject matter, and makes appropriate recommendations to the BGSB Dean and staff.
- ❖ Monitors and assists the BGSB Dean with the MBA program and BGSB administration as requested by the BGSB Dean.

#### FACULTY DEVELOPMENT

- ❖ Supports MASCE faculty and staff in their professional and academic development.

#### FINANCIAL BUDGETING & CONTROL

- ❖ Participates in BGU/BGSB budget-making process, with specific responsibility for the MASCE programs.
- ❖ Manages the MASCE budgets under the direction of the BGSB Dean.

#### COMMUNICATION

- ❖ Oversees marketing materials for the MASCE program and works to recruit qualified students to BGSB.
- ❖ Networks with local and global business leaders, government leaders, urban/global churches, ministry networks, and schools, to monitor whether BGSB programs and curricula are meeting their needs for

ethical/mission business leadership development. Provides advice and recommendations to the BGSB Dean as appropriate.

- ❖ Networks with other educational programs to develop a global partnership offering the best academic services to local, global, urban, ministry, and business practitioners.

### **TEAM SUPPORT**

- ❖ Serves on BGU committees as assigned by the BGSB Dean.
- ❖ Is responsible for taking initiative appropriate to the position to facilitate unity, growing relationships, and a healthy culture among the BGU team members.

### **MINIMUM QUALIFICATIONS**

The Director of the Master of Arts in Social & Civic Entrepreneurship (MASCE) Degree Program must have:

- ❖ An earned doctorate (current or impending within the first year of hire) in a business or business-related field, or a Juris Doctor degree with an MBA
- ❖ An integrated faith and business perspective
- ❖ Significant business work experience
- ❖ Significant, successful teaching experience in higher education
- ❖ Significant involvement in and knowledge of the social entrepreneurship movement

### **DESIRED QUALITIES**

- ❖ Commitment to the values and mission of BGU (Whole Church, Whole Gospel, Whole World)
- ❖ Vision for urban/global ministry and business leadership development
- ❖ A servant's heart and a joyful soul
- ❖ Understands the inverted power structure of the Kingdom
- ❖ An innovative, self-starter with a heart for the city and for his/her students
- ❖ A listener
- ❖ A team player

### **DESIRED KNOWLEDGE & SKILLS**

- ❖ Converses easily with leaders in business, government, and NGOs, and with theologians, pastors, and grass roots ministry workers.
- ❖ A social entrepreneurship vision for urban/global business and ministry leadership development.
- ❖ Expertise in business, economics, global movements, and the role of business in social welfare.
- ❖ Understands and supports the basic principles of empowering employees as illustrated in "Joy at Work" by Dennis Bakke.
- ❖ Demonstrates managerial and administrative strengths in meeting goals and objectives.
- ❖ Thinks biblically with a Kingdom theology that starts with the least, the last, and the lost.
- ❖ Thinks globally about the impact of world-wide economics on the social welfare of societies.
- ❖ Submits the process of program design to theological reflection and critique.
- ❖ Experience in working with and an understanding of multi-ethnic/multi-cultural urban/global business, government, and ministry leaders.
- ❖ Experience in teaching courses in international locations is preferred.
- ❖ A creative eye and a translator's tongue – ability to translate (1) the needs encountered on the streets by urban global ministry and business leaders and (2) program recommendations from the Board of Regents, into sustainable, economically feasible, academically approvable graduate courses and programs.

**ACADEMIC RANK/SALARY:** To be determined based upon qualifications.

### **TIMING AND APPLICATION**

- ❖ To start September 1, 2009.
- ❖ Applications will be accepted until the position is filled.
- ❖ Forward application to: **Julie Gustavson, Director of Human Resources**  
**Bakke Graduate University**  
**1013 Eighth Avenue, Suite 401**  
**Seattle, WA 98104-1222**  
[julieg@bgu.edu](mailto:julieg@bgu.edu)