M.S. in Organization Development (MSOD) Capstone Project Mentor

DESCRIPTION OF JOB:

The Edgewood College School of Business (ECSB) announces the opening for a part-time position working beginning in the fall of 2016. The position of Capstone Project Mentor fulfills critical advisory and service needs for the ECSB. The position will provide mentoring in the Master of Science in Organization Development program as directed by the Coordinator of Capstone Project Research. The incumbent will be expected to provide on-going mentoring to current and future MSOD students as they complete a rigorous applied research project as a culminating part of their degree-program.

A terminal degree in the field is required, although candidates with demonstrated extensive scholarship backgrounds also may be considered.

The School of Business at Edgewood College is focused on creating high quality, innovative and collaborative teaching and learning environments for our students, faculty and staff. ECSB offers traditional undergraduate, accelerated undergraduate, and graduate programs, including a Masters in Business Administration, Masters of Business Administration in Health Systems Leadership, Masters of Science in Accountancy, and Masters of Science in Organization Development. The MSOD program is offered as an online degree program.

For more information about the Edgewood College School of Business, visit our website: http://connect.edgewood.edu/Business

Responsibilities:

1. Serve as an applied research mentor within a pool of other mentors assigned to the MSOD program within the Edgewood College School of Business (ECSB)
2. Provide mentoring throughout a students approximate six-month applied research course sequence, with the bulk of the time commitment focused on the final 2-3 month period. In total, mentors typically spend approximately 30-40 hours of total time mentoring during this 6-month period.

3. Engage with the Capstone Project Research Coordinator to advise on student progress in the Capstone Research Project.

JOB QUALIFICATIONS

Necessary Education or Work Experience:

· Ph.D. or equivalent doctoral qualifications required. Candidates with a Masters degree, who are working toward a terminal degree may be considered with demonstrable scholarly research experience.
· Demonstrated skill in Microsoft Office Suite.
· Experience teaching and/or mentoring adult learners

Required Skills and Knowledge:

· Experience with and/or willingness to interact with students in an online format is required.
PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Qualifications:

Embrace the mission of Edgewood College and demonstrate a clear understanding of, and commitment to, excellence in teaching in a collaborative environment.

Collaborate with management faculty in program development, assessment, student mentoring and professional development and in other ways to promote student development at Edgewood College, including business administration and organization development programs.

Strong candidates will demonstrate teaching/mentoring effectiveness and innovation, exceptional oral and written communication skills.

Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To apply: Send a letter of application, resume, and references to:

Edgewood College
Human Resources – AFMM
1000 Edgewood College Drive
Madison, WI 53711

E-mail: humanresources@edgewood.edu

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