



Position Title: Adjunct MBA Professor – Strategic Information Systems & AI
Department: Chapman School of Graduate Studies
Reports to: Director of Graduate Business Programs
Appointment: Adjunct (8-week contract)
Start Date: Spring 2026 semester (session A; class begins January 26, 2027)

POSITION SUMMARY:

The Gary D. and Karolyn J. Chapman School of Graduate Studies at the University of Toccoa Falls is seeking a qualified adjunct professor to develop and teach a graduate course in Strategic Information Systems & AI for our new MBA program. This is a contract position that is part-time and on a per-course basis.

RESPONSIBILITIES:

- Development of an 8-week strategic information systems & AI course in compliance with Graduate School Expectations
- Adhere to institutional best practices and established rubrics for online course design.
- Facilitating the course, interacting with students in the course, and setting clear expectations for coursework.
- Meeting with students at least 3 times per term in a synchronous way (Zoom, Teams, etc.).
- Responding to students within 24-48 hours (when possible)
- Grading assignments within a policy-defined timeframe (7 days for most major assignments).
- Communicate issues, concerns, or questions to the Director of Graduate Business Programs (ahinton@utf.edu)

SKILLS AND ATTRIBUTES:

- Candidates should be spiritually mature Christians who are in agreement with UTF's statement of faith and committed to the vision, mission, and values of the University of Toccoa Falls.
- Strong candidates will have good time management and social skills, with the ability to meet deadlines and student expectations as appropriate for an online course.
- Required proficiency in:
 - Moodle (experience with other LMS systems will also be considered)
 - Microsoft Applications
 - Specialty in business management information systems
 - Intermediate to Advanced AI administration (generative and agentic AI)

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EXPERIENCE & EDUCATION:

- Professed faith in Jesus Christ and alignment with UTF's Statement of Faith and lifestyle values.
- Doctorate degree required in Business, Information Technology/Systems, or related field.
- Candidates should have experience teaching undergraduate or graduate courses online and experience working with an LMS (e.g., Moodle).
- Ideal candidates should have some combination of professional experience, applied or theoretical research, or specialization in the topic of: Strategic Information Systems and AI.
- Peer-reviewed publications in the field (preferred).

PHYSICAL REQUIREMENTS:

- The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.
- There are no physical requirements beyond the ability to access and use a computer for work purposes.

APPLICATION PROCESS:

Applicants can access the application at: <http://www.utf.edu/employment/>. Candidates will be asked to submit:

- A cover letter describing interest, qualifications, and basic philosophy of teaching
- A personal faith narrative that interacts with UTF's statement of faith
- Current curriculum vitae
- Official transcripts showing prior degrees conferred (unofficial may be sent at initial application).

Review of applications will begin immediately, and the position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>. All application materials must be submitted for a candidate to be considered.

Office of Human Resources

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