

Job Analysis for HR Professor

Job Summary

Task Analysis for HR Professor

A. Instruct students (Essential or Marginal, 60%)

Develop lesson plans. Prepare a syllabus and organize class materials. Write exams to evaluate students. Evaluate students on relevant coursework. Distribute evaluations to students.

B. Contribute to the research literature and profession of HR Management (Essential or Marginal, 10%).

Read articles. Search for and gather research literature. Attend conferences and seminars. Design and implement research studies. Analyze and interpret data. Organize and write research manuscripts for publication. Writing and getting grants.

C. Advise and tutor students (Essential or Marginal, 20%)

Hold office hours and conduct meetings on an as needed basis.

D. Contribute to departmental goals (Essential or Marginal, 10%)

Perform duties on various faculty meetings.

Job Specifications

Job Requirements

PH.D. preferred. Master's in HR Management or equivalent type of degree required. SHRM certification required. 2-5 years of experience in HR or related consulting preferred.

Knowledge, Skills, & Abilities

Knowledge

1. Knowledge of the principles of HR management – Should have expertise in job analytic methodology, design and validation of selection system, development of training and develop...
- 2.

Skills

1. Communicating course material in an understandable manner.
2. Talking effectively with students, colleagues, and other people.
- 3.

Abilities

1. Speak in a clear and understandable manner.