

**Adventist International Institute of Advanced Studies
Lalaan 1, Silang, Cavite, Philippines**

**Open Position
Faculty (Educational Administration)
Education Department, Graduate School**

The Adventist International Institute of Advanced Studies (AIAS) is seeking suitably qualified and experienced persons for full-time positions to serve as the Faculty of the Education Department, Graduate School.

AIAS is a General Conference institution offering graduate degrees in Business, Education, Public Health, and Theology. It has a multicultural setting and a beautiful campus, and it emphasizes spirituality, scholarship, and service.

Job Title: Faculty of the Education Department (Educational Administration)
Classification: Full-Time International Service Employee (ISE)
Salary: Remuneration will be according to the denominational wage scale at AIAS, taking into account educational qualifications, professional experience, years of service, and academic rank
Available: August 2026 or as soon as possible thereafter

Responsibility Overview

The Education Faculty member works together with the Education Department Chair and the Graduate School Dean, carrying out regular faculty responsibilities related to teaching, research, publications, service, and administration. The faculty member is expected to fully meet the role requirements for his/her academic rank in the areas of teaching, scholarship, and service. The teaching role includes maintaining a high level of excellence in each aspect of the academic endeavor, as these contribute to meeting the goals and working towards the fulfillment of the institutional mission. The faculty member forms a close relationship with students in the department and is sensitive to their needs. The faculty member is a reliable guide for students and a mentor in professional growth.

Required Qualifications and Skills:

1. An earned PhD in Education degree with a specialization in Educational Administration.
2. A high level of proficiency in written and oral English.
3. Is proficient in a variety of teaching strategies and instructional technologies.
4. Is willing and able to teach in a variety of modalities on campus, in AIAS extension sites, and online.
5. Is willing to work with students and faculty from a variety of cultures and ethnic backgrounds in an international setting.
6. Possesses a vibrant Christian experience, is a member of the Seventh-day Adventist church in good standing, and models a healthy lifestyle.

Preferred Qualifications and Skills:

1. Has an earned PhD in Education degree in Educational Administration with a cognate in curriculum and instruction and/or TESOL.
2. Has strong qualitative and quantitative research skills.
3. Has a record of productive scholarship.
4. Has a record of active and continuing professional development.

Required Work Experience:

1. Has at least 5 years of successful teaching and administrative role in K-12.
2. Has at least 5 years of successful full-time teaching experience in higher education.
3. Has demonstrated experience in research advising with quantitative and/or qualitative methods.

Preferred Work Experience:

1. Has a successful teaching experience at the masters or doctoral level.
2. Has a record of academic engagement in research and publications.
3. Has experience in online teaching and blended learning.
4. Has lived and worked in a multicultural or cross-cultural community.

Key Responsibilities:

He or she is expected to perform the following responsibilities:

A. To Students

1. Models Christian professional behavior
2. Maintains a professional mentoring relationship
3. Shows care and respect and is accessible
4. Provides high-quality instruction and learning activities toward the development of higher cognitive functions
5. Effectively utilizes evaluation and feedback as part of learning
6. Proactively seeks and uses a multiculturally sensitive teaching approach
7. Guides in scholarly and research activities
8. Develops leadership potential
9. Advises on course selection and scheduling.

B. To the Department

1. Contributes professionally to the attainment of departmental goals
2. Adheres to AIIAS standards and policies
3. Works with chairperson periodically in improving and revising existing programs and planning for new programs or courses
4. Participates in departmental and graduate school faculty meetings and programs
5. Collaborates with other faculty in the supervision of instruction
6. Keeps chairperson informed on the progress of students
7. Projects resource needs for a given course long enough in advance so resources can be secured/assembled
8. Evaluates library resources in the area of expertise and recommends additions within the assigned budget
9. Teaches courses as assigned, on-campus, at extension sites, and online.

C. To AIIAS Administration, Faculty, and Staff

1. Supports AIIAS's mission, goals, and objectives.
2. Attends/participates in religious, social, and professional events and meetings on campus, online, and on extension sites.
3. Participates in the study of issues and problems confronting the institution and works toward optimal solutions.
4. Develops and maintains collegial relationships with AIIAS teachers and staff.
5. Serves on AIIAS committees as assigned.
6. Keeps regular office hours.
7. Engage in co-curricular and extra-curricular responsibilities as assigned by the Education Department or Graduate School Dean.
8. Actively participates in service activities.

D. For Professional Competence and Scholarly Activities

1. Maintains professional growth through academic rank.
2. Keeps current in his/her area of expertise.
3. Participates in professional organizations and activities.
4. Represents AIIAS in professional groups and meetings.
5. Contributes to the profession through research and scholarly activities.
6. Gives professional leadership in church activities.

Application Process:

Please email your application letter and current Curriculum Vitae with three references via email to the Human Resources Department (recruitment@aiias.edu).