



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Adjunct Faculty</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt
<b>Department:</b>	School of Business and Comm.	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Communication Chair	<b>Effective Date</b>	9/6/2019

## SUMMARY

Shepherd students through the course of instruction. Clearly communicate course material to students, facilitate discussions on course related topics, and offer feedback to students at the end of the course.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Design a semester length course consistent with other current and previously taught courses with the same course title.
- Develop all necessary course materials including; syllabi, course handouts, assignments, projects, and examinations.
- Upload all necessary documentation to the course homepage in TMU's course on-line management system (Canvas).
- Develop and present all class lectures as outlined in the course syllabus.
- Respond to course related student questions.
- Complete all grading of student work in a timely fashion.
- Complete assessment of any institutional assessment student portfolio items associated with the course.
- Submit final course grades to the Registrar's office within 72 hours of the completion of the course final examination.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Possess strong knowledge, understanding and experience in the subject discipline.
- Strong communication skills necessary to teach students effectively, evaluate their performance, and create a supportive learning environment.
- Understand Canvas and other on-line course management systems.
- Exercise confidentiality, good judgment and discernment.

## SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

## EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience
- At least three years' experience teaching in an educational institution or equivalent
- Proficient in Microsoft Office Suite; Word, Excel, Outlook
- Must successfully pass a background investigation.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle or feel; and reach with hands and arms.
- There are no travel requirements for this job.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.