



# JOB DESCRIPTION



INFORMATION			
<b>Job Title:</b>	Assistant/Associate Prof. of Biology	<b>Wkly. Hrs./Weeks:</b>	40/52
		<b>Pay Grade:</b>	PROF1
<b>Department:</b>	Biological and Physical Sciences	<b>Classification:</b>	Professional
<b>Reports To:</b>	Dean/Chair of Bio. and Phys. Sciences	<b>Effective Date:</b>	01/01/2018

## SUMMARY

The Master's University is seeking a full-time faculty position in the Biological Sciences Department at the rank of Assistant or Associate Professor.

## ESSENTIAL FUNCTIONS

- Teach a schedule of classes consisting of approximately 12 units per semester.
- Prepare, distribute, and submit syllabi and approved course outlines for all assigned sections in accordance with program and divisional policies.
- Teach theoretical information, practical skills, methods and techniques.
- Establish and maintain good relationships with the University staff and students.
- Provide academic advisement and support to the personal development of the students.
- Post and maintain regular office hours to ensure accessibility to colleagues and to students.
- Complete the normal departmental and institutional administrative duties such as: attending faculty meetings; textbook ordering; and coordination of the scheduling of classes.
- Serve on committees at the department, school, and/or university level.
- Assume supplementary responsibilities that will include participation in at least two academic committee assignments.
- Carry out the responsibilities specific to his/her area, department and/or program.
- Stay current in their subject matter through professional development, through involvement in professional organizations, and attending professional meetings, conference or workshops.
- Develop new courses as desired/requested.
- Develop research projects that engage undergraduate students.
- Must be knowledgeable about and abide by university policies and procedures, including accurate and timely submission of all reports, grades and paperwork.
- Participate in the marketing, recruitment and retention of students, faculty and staff.
- Perform other related duties as established or assigned.

## COMPETENCIES

- Possess in depth understanding of Biological and Physical Sciences along with other related information.
- Aptitude to teach students effectively, evaluate their performance, and create a supportive learning environment.
- Demonstrated evidence of professional growth and academic currency.
- Willing to contribute to the university community by participating in service activities.
- Capable of effective presentation skills including using technology where applicable to enhance the learning environment.

- Demonstrated ability to conduct research that can integrate undergraduates.
- Creative in instructional delivery.
- Ability to encourage the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department.

## QUALIFICATIONS

### *Minimum requirements to be considered for this position:*

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Evidence of a mature Christian lifestyle by active involvement in a conservative evangelical local church.
- Education: Doctoral degree preferred, but may consider a Master's with strong preparation and promise.
- Experience: 5+ years teaching in an educational institution preferred.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Have computer proficiency.
- Basic to advanced mathematics and accounting knowledge are necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

## WORKING CONDITIONS

### *General working conditions for this position:*

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor is required.
- Travel: Some travel may be involved, including overnight stays.

## ADDITIONAL INFORMATION

### Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

*If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.*

*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.*

## **APPLICATION PROCESS**

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email ([humanresources@masters.edu](mailto:humanresources@masters.edu)) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

### **Selection Process:**

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University or Seminary. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

### **Application Procedures:**

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.