



# JOB DESCRIPTION



INFORMATION			
<b>Job Title:</b>	<i>CIS Chair</i>	<b>Wkly. Hrs./Weeks:</b>	40/52
		<b>Pay Grade:</b>	
<b>Department:</b>	CIS	<b>Classification</b>	
<b>Reports To:</b>	Senior Vice President / Provost	<b>Effective Date:</b>	07/01/2019

SUMMARY
The Chair has the general responsibility for continual development, implementation, growth and maintenance of the CIS program. The Chair will provide program-level leadership to cross-functional program faculty, have in-depth knowledge of the organization's goals, and be responsible for student success and all associated program performance outcomes. The Chair will provide leadership in the design of program curricula and learning experiences, as well as faculty training and support models.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"> <li>• Drives innovation in learning, programs and courses in the CIS department.</li> <li>• Implements agile curricula design and delivery for all courses embedding industry recognized credentials. Develops courses, emphasis, and programs through needs analysis, curriculum development, and institutional approval.</li> <li>• Seeks new partnerships in industry and stays abreast of industry trends in certifications for CIS majors.</li> <li>• Teaches courses according to expected teaching load for academic chairs.</li> <li>• Provides daily supervision to program and department faculty and staff.</li> <li>• Manages the departmental budget and is accountable for associated program budgets</li> <li>• Ensures the integrity, excellence, reputation, and continuous improvement of educational programs through leadership, influence, innovation, partnerships, and the advancement of the disciplines.</li> <li>• Provides student support and instruction; demonstrated ability to work with struggling or at-risk learners. Ability to breakdown and disseminate difficulty topics in a manner that students will understand and grasp.</li> <li>• Works with the Division Dean to market programs to the public.</li> <li>• Promotes programs and/or majors to the community.</li> <li>• Is responsible for programmatic or major accreditation and acts as liaison with programmatic accreditation entities.</li> <li>• Performs and manages the duties associated with academic assessment of courses and programs.</li> <li>• Performs comprehensive curriculum review of programs and majors.</li> <li>• Assumes accountability for adequate enrollment in program and majors.</li> <li>• Conducts performance evaluations and develops improvement plans for program and department faculty members. Uses performance data to make decisions on continued employment.</li> <li>• Conducts performance evaluations and develops improvement plans for program and department faculty members. Uses performance data to make decisions on continued employment.</li> <li>• Promotes a culture of inclusive and support for diverse faculty and students.</li> <li>• Maintains personal professional development and fosters the development of program faculty and staff.</li> <li>• Regular attendance is essential</li> <li>• Other duties as assigned</li> </ul>

COMPETENCIES
<ul style="list-style-type: none"> <li>• A Master's degree is required in information technology, computer science, network and security, data analytics or related field.</li> <li>• Current industry certifications (as appropriate) are necessary for the successful candidate.</li> <li>• A minimum of three years of industry working experience.</li> <li>• Minimum of two years of demonstrated leadership or supervisory experience leading change and driving innovation.</li> <li>• Three years college teaching excellence or equivalent is required with two-year college teaching experience preferred.</li> </ul>

- Previous experience fulfilling duties associated with coordination of an academic program or oversight of an academic major is preferred.
- Demonstrated technical skill working in information technology industry is required.
- The successful candidate will demonstrate the ability to provide daily supervision to program faculty, manage resources, and organize activities to maximize the learning experience for students.
- Ability to make and drive changes across the department.
- Candidates must be able to communicate effectively orally and in writing.
- Familiarity with alternate modes of instruction as well as administrative and instructional software packages is desirable.

### QUALIFICATIONS

*List 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.
- Must be able to get along with co-workers and the public.
- Education: Master's degree preferred.
- Experience: 3+ years in an Leadership/teaching position in an educational institution
- 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 mathematics and accounting knowledge is 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

*List 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 for an extended duration of time is required.
- Travel: Some travel 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

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. 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.