



# JOB DESCRIPTION



INFORMATION			
<b>Job Title:</b>	<i>CIS Chair</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt
<b>Department:</b>	CIS	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Dean of School of Science Math Technology and Health	<b>Effective Date:</b>	9/24/2019

SUMMARY
<p>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 all CIS 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.</p>

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, emphases, 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; demonstrates ability to work with struggling or at-risk learners. Ability to breakdown and disseminate difficult 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 emphases.</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>• Promotes a culture of inclusiveness 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>• Performs other duties as assigned</li> </ul>

SUPERVISORY RESPONSIBILITY
<p>This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.</p>

## EDUCATION AND EXPERIENCE

- Masters degree is required in information technology, computer science, network and security, data analytics or related field. Ph.D degree preferred.
- Current industry certifications (as appropriate) are necessary for the successful candidate.
- A minimum of three years' experience of industry working experience.
- Minimum of two years of demonstrated leadership or supervisory experience leading change and driving innovation.
- College teaching experience is required.
- Previous experience fulfilling duties associated with coordination of an academic program or oversight of an academic major is preferred.
- Demonstrates technical skill working in computer science and related fields 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.

## 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 stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- 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.