



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Adjunct Chemistry Lab Instructor</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt
<b>Department:</b>	School of Science, Math, Tech., and Health	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Dean of the School of Science, Math, Tech., and Health	<b>Effective Date:</b>	1/18/2021

## SUMMARY

Advance the mission and vision of TMUS in the School of Science, Math, Technology and Health through teaching General Chemistry Laboratories to TMU students.

## ESSENTIAL JOB FUNCTIONS

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

- Develop and design course material for assigned Chemistry Lab teaching.
- Enter and upload all required information for LMS (Canvas).
- Assess, enter, and upload (where necessary) all course-related assessment elements (AEFIS).
- Perform other duties as assigned by the Dean and consistent with general adjunct faculty expectations.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- 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.
- Exercise confidentiality, good judgment and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing.
- Excellent organizational skills
- Excellent oral and written command of the English language
- Must successfully pass a background investigation.

## SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

## EDUCATION AND EXPERIENCE

- Master's degree in chemistry or chemistry-related field, or equivalent.
- Must have computer proficiency.
- Exceptional communication and instructional skills.
- Demonstrated understanding of chemical safety protocols.
- Proficiency in Algebra.

- Must have undergone formal laboratory safety training or is willing to complete.
- Prior teaching experience preferred.

## **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, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- Occasional travel is involved including overnight stays.

## **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.