



# JOB DESCRIPTION



INFORMATION			
<b>Job Title</b>	<i>Director of Interdisciplinary Studies</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt
<b>Department</b>	Academic Affairs	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To</b>	Dean of Liberal Studies and Teacher Education	<b>Effective Date</b>	4/29/2021

## SUMMARY

Advance the mission and vision of TMUS by serving as the Director of the Interdisciplinary Studies Program. This includes developing, championing, and leading a hallmark undergraduate Interdisciplinary Studies Program.

## ESSENTIAL JOB FUNCTIONS

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

- Administer current Interdisciplinary Studies program:
  - Recruitment of incoming Interdisciplinary students
  - advising new and current Interdisciplinary program students
  - overseeing Interdisciplinary Studies Program curriculum
  - coordinating and assisting with instruction of the Interdisciplinary Studies curriculum
- Develop the Interdisciplinary Studies Program profile on campus by encouraging wider faculty departmental participation, ensure curriculum articulates well with university general education requirements, and establishing programmatic assessment procedures.
- Advise traditional students currently enrolled with undeclared majors.
- Counsel students and parents on career paths, program options, and degree value.
- Coordinate close communication and engagement with Career Services.
- Actively track, monitor, and direct program majors.
- Actively engage in promoting and marketing the program to outside constituencies.
- Perform other miscellaneous job-related duties as assigned.

## 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.
- Familiarity with the Interdisciplinary Studies Program, experience with general education requirements, program assessment, and the development of student community.

- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

### **Minimum requirements for this position:**

- Master's degree required, terminal degree preferred.
- Demonstrated experience in an educational role.
- Demonstrated experience in leadership, management and organization.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook

## **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.

## **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.