



JOB DESCRIPTION

INFORMATION

Job Title:	<i>Graduate Teaching Fellow</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department:	MA Biblical Counseling	W/C Classification	8868 – Administration/Faculty
Reports To:	Director of Graduate Studies Administration	Effective Date	4/19/2021

SUMMARY

Advance the mission and vision of TMUS by assisting Biblical Counseling faculty members to meet course objectives and to provide for the academic needs of students. This position will arrange for the academic needs of all adjunct faculty utilized by the department of Biblical Counseling. This position will report to the department chair concerning the health of the Biblical Counseling educational programs, any special circumstances in the lives of BC students which affect their academic standing, initiatives for program improvement, and requests for resources needed for the Teaching Assistants.

ESSENTIAL JOB FUNCTIONS

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

- Oversee the academic aspects of the MABC program, under the leadership of the MABC department chair and faculty alongside a team of Teaching Assistants.
- Supervise counseling coordination performed by the TAs and graduate students and pursues strategic partnerships with local area pastors.
- Grade student assignments for assigned professor.
- Advise assigned students toward academic success, including mentoring them individually, course content and avenues for improvement.
- Prepare and maintains Canvas online course pages.
- Assist professor in the editing of semester syllabi.
- Assist professors as required with substitute teaching and research.
- Advise professor concerning the educational effectiveness of his curriculum and students' progress in understanding curriculum.
- Handle incoming calls regarding counseling as well as counseling program.
- Counsel up to two cases each week under the supervision of assigned professor and in connection with local pastor.
- Pursue the influence of professor through participation in a portion of his weekly courses each week.
- Work with professor to resolve instances of academic discipline and monitor situations of academic probation. Advises other faculty members and their teaching assistants with regards to resolving instances of academic discipline.
- Assist professor with research for writing projects and speaking engagements.
- Additional responsibilities include general office administration.
- 25 hours grading and training/supervision of Teaching Assistants, 2 hours of professor influence/research assignment, 3 hours counseling and 2 hours for professional development.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Master's degree in Biblical Counseling, Biblical Studies or Theology, Doctorate degree preferred.
- At least three-years' experience in an educational institution preferred.
- Proficient in Microsoft Office Suite or similar software.

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.
- This position has no travel with overnight stay expected.

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.