



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Professor</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	School of Business and Communication	W/C Classification	8868 – Administration/Faculty
Reports To:	School of Business and Communication Department Chair	Effective Date:	11/1/2020

SUMMARY

Advance the mission and vision of TMUS through full-time teaching in the School of Business and Communication with a Media Marketing emphasis.

ESSENTIAL FUNCTIONS

- Develop and design course material for assigned teaching in the Communication/Marketing Media Program.
- Teach 24 units during the academic year, at least 12 units each semester. Less than 12 units in any given semester requires written approval from the Dean which shall be forwarded to the Provost and HR.
- Complete the normal departmental and institutional administrative duties such as attending faculty meetings, textbook ordering, and coordination of the scheduling of classes.
- Assume supplementary responsibilities that will include participation in at least two academic committee assignments.
- Though opportunities may not be available, Faculty Member should be open to teach Online courses if requested. Compensation for teaching Online courses will be paid according to the Online stipend chart is not included or agreed to in this appointment.
- Enter and upload all required information for LMS (Canvas).
- Assess, enter, and upload (where necessary) all course-related assessment elements (AEFIS).
- Maintain set published office hours.
- Provide academic advisement and support to the personal development of the students.
- Perform other duties as assigned by the Dean and consistent with general faculty expectations.

QUALIFICATIONS

- Is a fully devoted follower of Jesus Christ, has 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.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- A doctoral degree in a Business-related field. Individuals with a master's degree with strong preparation and promise will also be considered.
- Job or teaching experience in the field of Marketing Media.
- Ability to develop and oversee varied courses assigned within the Communication program.
- Ability to effectively teach collegiate level courses.
- A strong commitment to the doctrinal position and philosophy of the teaching ministry of The Master's University.
- Ability to teach students effectively, evaluate their performance, and create a supportive learning environment.
- Excellent oral and written communication skills.
- Excellent interpersonal skills, including the ability to establish and maintain effective working relationships with staff, faculty, and students of diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Evidence of a mature Christian lifestyle by active involvement in a conservative evangelical local church.

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.