



JOB DESCRIPTION



INFORMATION			
Job Title:	<i>Professor</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Departments:	Biological and Physical Sciences and Computer Science	W/C Classification	8868 – Administration/Faculty
Reports To:	Dean of the School of Science, Math, Tech., and Health	Effective Date:	01/01/2020

SUMMARY
Advance the mission and vision of TMUS through full-time teaching in the School of Biological and Physical Sciences and Computer Science.

ESSENTIAL JOB FUNCTIONS
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<ul style="list-style-type: none"> • Teach a schedule of classes consisting of approximately 12 units per semester. • Teach courses in the physical sciences and engineering, including courses in chemical and electrical engineering. • Prepare, distribute, and submit syllabi and approved course outlines for all assigned sections in accordance with program and divisional policies. • Transfer theoretical information, practical skills, methods and techniques to students. • Establish and maintain good relationships with colleagues and students. • Provide academic advisement and support to advance the personal development of the students. • Post and maintain regular office hours to ensure accessibility for colleagues and students. • Complete normal departmental and institutional administrative duties including (but not limited to) attending faculty meetings, ordering textbook, and coordinating class schedules. • Assume supplementary responsibilities including (but not limited to) participation in at least two academic committee assignments. • Stay current in their subject matter through professional development, involvement in professional organizations, and attendance at professional meetings, conferences or workshops. • Participate in the marketing, recruitment, and retention of students, faculty and staff. • Perform other related duties as established or assigned.

QUALIFICATIONS
<ul style="list-style-type: none"> • Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities. • Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. • A strong commitment to the doctrinal position and philosophy of the teaching ministry of The Master’s University. • Have knowledgeable of and abide by university policies and procedures, including accurate and timely submission of all reports, grades, and paperwork. • Commitment to respect and submit to departmental and Institutional leadership. • Exhibit maturity, good judgment and discernment • Must successfully pass a background investigation

- Must have computer proficiency
- Exceptional communication and instructional skills
- Demonstrated understanding of laboratory and chemical safety protocols
- Excellent organizational skills
- Excellent oral and written command of the English language
- Proficiency in Calculus
- Must have undergone formal laboratory safety training or is willing to complete it

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Doctoral degree in the physical sciences
- Prior teaching experience preferred.
- Proficient in Microsoft Office Suite

WORKING CONDITIONS

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.
- Working environment is mostly indoors in a classroom or laboratory with occasional odors.
- This position requires the ability to occasionally lift office products and supplies, up to 50 pounds.

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.