



# JOB DESCRIPTION

## INFORMATION

<b>Job Title:</b>	<i>Biology Professor</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt
<b>Department:</b>	Biological and Physical Sciences	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Dean of the School of Science, Math, Tech., and Health	<b>Compensation</b>	TBD

## SUMMARY

Advance the mission and vision of TMUS in the School of Science, Mathematics, Technology and Health through teaching Biological & Physical Science courses to TMU students.

## ESSENTIAL JOB FUNCTIONS

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

- Teach a schedule of classes consisting of approximately 12 units per semester.
- Develop and design course material for assigned Biology and Physical Science teaching.
- Perform other duties as assigned by the Chair and Dean and consistent with general full time faculty expectations including at-large committee service.
- Perform scholarly and teaching activities consistent with faculty advancement
- Enter and upload all required information for LMS (Canvas).
- Assess, enter, and upload (where necessary) all course-related assessment elements (AEFIS).
- Provide academic advisement and support to the personal development of the students.
- Complete the normal departmental and institutional administrative duties such as attending faculty meetings, textbook ordering, and coordination of the scheduling of classes.

## 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.
- Ability and interest in teaching students preparing for the health sciences and environmental sciences fields
- 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.
- 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.
- 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 or higher in biology-related field required, terminal degree preferred, with specific experience or interest in teaching primarily general biology, organismal biology, and environmental/ecological biology courses including marine biology and plant science courses and labs and also experience or interest in the occasional teaching in the physical sciences including chemistry, physics and geology.
- Doctorate preferred.
- Must have computer proficiency.
- Exceptional communication and instructional skills.
- Demonstrated understanding of chemical safety protocols.
- Proficiency in Algebra
- Must have had or be willing to complete required safety training
- Prior college 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.