



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Chair of Engineering &amp; Computer Science</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt
<b>Department:</b>	School of Science Math Technology, Health, and Engineering	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Dean	<b>Compensation</b>	\$80,000 - \$100,000

## SUMMARY

Advance the mission and vision of TMUS by continual development, implementation, growth and maintenance of the ECS program. The Chair will provide program-level leadership to all ECS faculty, have in-depth knowledge of the organization's goals, and be responsible for student success and all associated program performance outcomes. The Chair will provide leadership in the design of program curricula and learning experiences, as well as faculty training and support models.

## ESSENTIAL JOB FUNCTIONS

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

- Lead innovation in learning, programs, and courses in the ECS department.
- Teach core undergraduate computer science courses, such as databases, computer security, and computer hardware, architecture, electrical and computer engineering courses.
- Teach more advanced computer science topics such as artificial intelligence and natural language processing.
- Manage and support engineering faculty and staff including clerical and lab managers, curriculum, and labs.
- Manage semester course planning, for both adjunct and full-time faculty.
- Manage department budget, facilities, and technology.
- Add to the undergraduate course list the ability to teach C/C++ and systems programming.
- Seeks new partnerships in industry and stays abreast of industry trends in certifications for ECS majors.
- Maintain accreditation standards, processes, and paperwork for department degree programs.
- Ensure the integrity, excellence, reputation, and continuous improvement of educational programs through leadership, influence, innovation, partnerships, and the advancement of the disciplines.
- Provide student support and instruction; demonstrates ability to work with struggling or at-risk learners.
- Work with the Dean to market programs and/or majors to the potential students.
- Responsible for programmatic or major accreditation and act as liaison with programmatic accreditation entities.
- Perform and manage the duties associated with academic assessment of courses and emphases.
- Perform comprehensive curriculum review of programs and majors.
- Supervises and write five-year department review.
- 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.

- 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.
- 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**

- Oversee the direct reports within the ECS department.
- Oversees and approves faculty academic loads and semester course schedule.
- Assign, plan, and oversee the work of assigned departmental staff.
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.

## **EDUCATION AND EXPERIENCE**

- Masters degree required in information technology, computer science, network and security, data analytics or related field, doctorate degree preferred.
- Current industry certifications (as appropriate) are necessary for the successful candidate.
- Minimum of three years' experience of industry working experience.
- Minimum of two years of demonstrated leadership or supervisory experience leading change and driving innovation.
- Teaching experience at a college level required.
- Previous experience fulfilling duties associated with coordination of an academic program or oversight of an academic major is 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 or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- 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.

