



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Professor of Political Studies</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	School of Humanities	W/C Classification	8868 – Administration/Faculty
Reports To:	Dean of the School of Humanities	Compensation	\$70,000 - \$85,000

SUMMARY

Advance the mission and vision of TMUS in the School of Humanities by teaching Political Studies classes.

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 courses in the Political Studies department.
- 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.
- Perform other duties as assigned by the Dean or Chair.

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.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to teach students effectively, evaluate their performance, and create a supportive learning environment.
- 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.
- Excellent written and verbal communication skills.
- Strong organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- A doctoral degree in Political Studies. Individuals with a master's degree with strong preparation and promise will also be considered.
- Job or teaching experience in the field of Political Studies. Specialists in any subfield may be successful candidates, but International Relations/Comparative Politics specialists 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.
- 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.