



JOB DESCRIPTION



INFORMATION			
Job Title	<i>Private Instructor – Applied Organ</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department	Music Instruction	W/C Classification	8868 – Administration/Faculty
Reports To	Director of Instrumental Studies	Compensation	\$50.00 - \$75.00/hour

SUMMARY
Advance the mission and vision of TMUS by teaching applied organ courses as assigned.

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 assigned applied organ courses as outlined in the course schedule and contract. • Provide students with an approved syllabus that includes: <ul style="list-style-type: none"> ○ Course objectives and learning outcomes ○ Teaching methodology ○ Attendance policies consistent with institutional standards ○ Assignments, deliverables, timelines, and evaluation criteria • Utilize the institution’s Learning Management System (LMS) to post syllabi, assignments, and course materials, and to communicate with students. • Maintain accurate records of enrollment, attendance, assessments, and grades; submit class rosters and grade sheets by established deadlines. • Performs other related duties as assigned.

QUALIFICATIONS
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Bachelor's degree or equivalent.
- At least five years accompanying experience or equivalent.

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 may be some travel required 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.