JOB DESCRIPTION

INFORMATION

Job Title:	***Biblical Studies Instructor / IBEX Assistant Director***	**EEOC Job Classification**	Professional
		FLSA Classification	Non-exempt
Department:	Biblical Studies / IBEX	**W/C Classification**	8868 – Administration/Faculty
Reports To:	Dean of Biblical Studies / IBEX Director	**Compensation**	$30.00 - $35.00/hour

SUMMARY

Advance the mission and vision of TMUS in the School of Biblical Studies by teaching courses in the Biblical Studies Department and providing administrative leadership and support to IBEX.

ESSENTIAL JOB FUNCTIONS

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

- Develop and design course material for assigned BABC courses.
- Enter and upload all required information for LMS (Canvas).
- Assess, enter, and upload (where necessary) all course-related assessment elements (AEFIS).
- Instructor should be present in the office at least four days per week with regularly scheduled office hours for student advising.
- Teach a schedule of classes consisting of approximately 24 units per academic year with a load of students consistent with department calculations. This load is exclusively include residential courses. Classes taught above this will be considered as overload (i.e., online or residential).
- Provide academic advisement and support to the personal development of the students. Instructors are not permitted to serve on academic committees. Instructor will work for *approximately* 30 hours per week for Undergraduate and 10 per week for IBEX.
- IBEX Responsibilities: Provide administrative support of IBEX operations under the supervision of IBEX director. These responsibilities provide a one-course relief from both the Fall and Spring semesters for a total of 6-Units relief.
- Complete the normal departmental and institutional administrative duties such as attending faculty meetings, textbook ordering, and attending Bible department meetings.
- Perform other duties as assigned by the Dean or IBEX Director.

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.
- Able to sign or affirm agreement with the Sufficiency of Scripture Statement.
- 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.
- Evidence of a mature Christian lifestyle by active involvement in a conservative evangelical local church.
- Ability to teach students effectively, evaluate their performance, and create a supportive learning environment.

- Excellent written and verbal communication skills
- Strong organizational 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

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Masters level degree in Biblical Studies complete or in progress.
- Two years of teaching and/or ministry experience.
- Proficient in Microsoft Office Suite, Canvas, 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.
- 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.