



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Adjunct Professor(s): Aural Skills, Arranging, Composition</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department:	School of Music	W/C Classification	8868 – Administration/Faculty
Reports To:	Dean of the School of Music	Compensation	Course fee based on degree held

SUMMARY

Adjunct Professor, teach courses on a semester-by-semester basis as adjunct faculty in the School of Music.

ESSENTIAL JOB FUNCTIONS

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

- Design a semester length course consistent with other current and previously taught courses with the same course title.
- Develop all necessary course materials including syllabi, course handouts, assignments, examinations, and projects.
- Upload all necessary documentation to the course homepage in TMU's Course On-line Management System (Canvas).
- Develop and present all class instruction as outlined in the course syllabus.
- Respond to course-related student questions.
- Complete all grading of student work in a timely fashion.
- Complete assessment of any institutional assessment student portfolio items associated with the course.
- Submit final course grades to the Registrar's office within 72 hours of the completion of the course final examination.
- 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.
- Skilled in course development.
- Ability to teach students effectively, evaluate their performance, and create a supportive learning environment.
- Understanding of how Canvas or other on-line course management systems work.
- Knowledgeable of how grading systems work.
- Must be very detail oriented with excellent organizational skills
- 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
- Excellent oral and written command of the English language is required.

- Exercise confidentiality, good judgment and discernment.
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- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Minimum master's degree in education-related area and/or subject area related to course(s) assigned.
- 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.

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.