



# JOB DESCRIPTION

## INFORMATION

<b>Job Title:</b>	<i>MABC Professor, Chair of MABC</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt
<b>Department:</b>	MABC	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Chair/Dean of SoBS	<b>Compensation</b>	\$80,000 - \$90,000/year

## SUMMARY

Advance the mission and vision of TMUS in the School of Biblical Counseling by teaching graduate level courses in Biblical Counseling.

## 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 MABC residential, synchronous, and online courses.
- Enter and upload all required information for LMS (Canvas).
- Assess, enter, and upload (where necessary) all course-related assessment elements (AEFIS).
- Faculty should be present in the office at least four days per week with regularly scheduled office hours for student advising.
- Schedule all MABC courses as reported to the registrar.
- Prepare and manage MABC budget.
- Teach a schedule of classes consisting of 16 units per academic year with 2 units of load relieve for administrative chair duties. Class enrollment will be consistent with department calculations. This load includes both residential/synchronous and online courses.
- Teach graduate biblical counseling courses in the graduate resident program (MABC-R) and the Summer Institute Program (MABC-SIP) including thesis grading. (DMin classes will be treated as overload for full-time MABC faculty.)
- Provide academic advisement and support to the professional development of the students. MABC faculty may choose to counsel students, which is not a compensated part of their responsibilities.
- Participate in all School of Biblical Studies departmental meetings as well as institutional faculty meetings.
- Order textbooks according to HEOA regulations.
- Perform other duties as assigned by the Dean or Chair of the School of Biblical Studies.

## 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 affirm and sign 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**

- Oversee the direct reports within the MABC department.
- 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**

- Doctoral degree in Biblical Counseling or related field.
- Has completed at least 1,000 hours of counseling.
- Certified with the Association of Certified Biblical Counselors (ACBC; ACBC Fellows will be given preference).
- At least two years' teaching experience in the field of Biblical Counseling (or related field).
- 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.
- 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.