

## **Job Description**

<b>Job Title:</b>	Full-Time Faculty Member in General Education (final title/rank depends on credentials and experience)
<b>Department:</b>	Academic Affairs – Indianapolis location
<b>Job Category/ FLSA Status:</b>	Instruction/Exempt
<b>Accountability:</b>	Academic Dean in matters of academics, program administration, and scheduling; General Education chair in matters of course development and course/program assessment.
<b>Authority:</b>	None

### **Position Description:**

The full-time faculty member is responsible for teaching of General Education courses to primarily adult students at its education site located in Indianapolis, IN. The faculty member will teach English and one or more courses in the humanities and social sciences, potentially History, Speech (Communication), Philosophy or Ethics.

### **Major/Essential Functions:**

- Responsible to teach specially designed five- to fourteen-week courses in the areas of English and other humanities or social science.
- Responsible to teach courses at a variety of times to meet the institutional needs.
- Responsible for assessment of student learning.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

### **Duties/Responsibilities:**

- Prepares to teach classes requiring approximately 5-12 hours each week.
- Teaches 12-16 credit hours each week requiring approximately 15-18 hours in the classroom each week.
- Must attend all required meetings (e.g., prayer, faculty meetings, etc.)
- Meets as necessary with General Education faculty for training, development and assessment activities.
- Participates in committee service/appointment to enhance the quality of the institution, as appropriate.
- Continues to improve the quality of instruction by reviewing and utilizing innovative methodologies, techniques and delivery methods.
- Develops and uses a syllabus for each course within college and departmental guidelines.
- Plans, develops, and uses a variety of teaching methods and materials that assist students in meeting course objectives and which are appropriate for students with differing educational and experiential background and learning styles.
- Evaluates students to measure their progress toward achievement of stated course objectives and informs them in a timely manner of their progress in the course.
- Mentors and disciples students for academic/writing skills as well as spiritual needs.
- Performs related duties as required.

**Qualifications:**

Required:

- Master's degree from an accredited institution of higher education in a General Education-related field with at least 18 graduate hours in one of the areas of need.
- Flexible, cooperative attitude necessary to teach traditional and non-traditional students.
- Be a committed Christian and in good standing with a local church.
- Be in complete agreement with doctrinal position of the College, as well as the CBS Statement on Marriage, CBS Statement on Biblical Gender Roles, CBS Statement on Biblical, Holy, Human Sexuality, and the CBS Statement on the Sanctity of Human Life and able to sign all statements without reservation.

Preferred:

- Ph.D. in a General Education-related field with at least 18 graduate hours in one of the areas of need and at least three years of teaching experience in a General Education-related field in a college/university environment including adult, minority students.
- Teaching experience in both classroom and online learning environments.
- Experience with presentations and/or publications for academic audiences.
- Exhibits confidence in self and others
- Effectively influences God-centered actions and opinions of others
- Inspires, respects, trusts and motivates others to perform well.

**Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):**

- Expert teacher and communicator in a classroom or online learning environment.
- Ability to utilize a learning management system and a student information system to manage course and engage with students.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.

**Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):**

- Submission of syllabi and course grades within established deadlines.
- Establish and maintain office hours for student access and mentoring/coaching and timely and engagement with students in response to student inquiries.
- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.
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**Mobility/Physical Demands:**

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 35 pounds.

**Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):**

- Typical education teaching environment.
- Travel required for student instruction as assigned and for faculty development. May also be required to travel to Houston periodically for required faculty meetings.

**Security Sensitive:** Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.