

## **Job Description**

**Job Title:** Full-Time Faculty Member in Leadership Studies (final title/rank depends on credentials and experience)

**Department:** Academic Affairs – Indianapolis location 220

**Extended Job Title:** Specializing in teaching Christian Leadership, Organizational Leadership, and Business Management.

**Job Category/FLSA Status:** Instruction/Exempt

**Accountability:** Academic Dean in matters of academics, program administration, as well as scheduling and to the Chair of the Department of Ministry Skills in matters of curriculum, classroom teaching, management, assessment, and other responsibilities (see below) related to this faculty position.

**Authority:** None

### **Position Description:**

The full-time faculty member is responsible for teaching Leadership Study courses (Christian leadership, Organizational Leadership, and Business Management) to primarily adult students at its education site located in Indianapolis, IN. This position is authorized to carry out functions in the areas of teaching, mentoring and counseling students enrolled in undergraduate programs. Additionally, the position requires a strong knowledge of leadership and a good knowledge of the Bible to integrate biblical principles into courses in the leadership programs.

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

- Responsible to teach specially designed instructional courses (modules) pursuant accelerated degree program in Christian Leadership and as well as 12 or 14-week leadership classes in the Organizational Leadership and other degree programs.
- 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:**

- Prepare to teach classes. This requires approximately 5-12 hours each week.
- Teach 12-16 credit hours each week. This requires approximately 15-18 hours in the classroom each week.
- Must attend all required meetings (e.g., Chapel, prayer, faculty meetings, Ministry Skills Department meetings, etc.)
- Meet as necessary with faculty for training and development.
- Participate in committee service/appointment to enhance the quality of the institution, as appropriate. Additional duties as deemed necessary by the Academic Dean or Department Chair.
- Make continuous efforts to improve the quality of instruction by reviewing and utilizing innovative methodologies, techniques and delivery methods.

- Develop and use a syllabus for each course within college and departmental guidelines. According to departmental guidelines, submit to the Program Coordinator for review and Department Chair of Ministry Skills for approval.
- Plan, develop and employ 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.
- Develop and manage annual departmental program review including integration of academic department's plans and assessments with institutional planning and assessment initiatives.
- Mentor and disciple students academically, professionally, and spiritually for their edification.
- This person may be called upon to attend certain training and conferences, or to receive certain professional accreditation necessary to fulfill teaching responsibilities in the area of leadership studies.
- Monitor operational activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
- Perform related duties as required as deemed necessary by the Academic Dean or Department Chair.

**Qualifications:**

Required:

- Master's degree from a properly accredited institution of higher education in leadership and/or Bible (having graduate hours in Bible, leadership, Christian Leadership, and/or Business Management)
- Flexible, cooperative attitude necessary to teach traditional, Distance Education, and Degree Completion courses to traditional and non-traditional students.
- Ability to teach the range of courses that include church and ministry-related vocational leadership, as well as business management and organizational leadership courses.
- Excellent communication and interpersonal skills. Able to teach expositionally in the Bible concerning the principles of leadership.
- A committed Christian and in good standing with a local church.
- Be in complete agreement with doctrinal position of the CBS, as well as CBS Statement on Marriage, CBS Statement on Biblical Gender Roles, CBS Statement on Biblical, Holy, Human Sexuality, and CBS Statement on the Sanctity of Human Life and able to sign all statement without reservation.

Preferred:

- Ph.D. or D.Min. in Leadership from a properly accredited institution of higher education with at least 18 graduate hours in Bible, Leadership, Christian Leadership, and/or Business Management.
- Possess seven years of proven experience and success in the field of leadership.
- Teaching experience in both classroom and online learning environments.
- Experience with presentations and/or publications for academic audiences.
- Inspires, respects, trusts and motivates others to perform well.
- Exhibits biblical humility and confidence.
- Effectively influences God-centered actions and opinions of others.

**Equipment/Skills/Knowledge needed to perform job:**

- Able to exposit the Scripture and apply it to the Leadership Study courses.
- 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, Excell, PowerPoint, Outlook, as well as electronic communications such as email, calendar, 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 inquires, including online students.
- Satisfactory Student Evaluations
- Annual Job Evaluation by Department Chair
- Annual Job Evaluation by Academic Dean
- All additional measurements of expectation and performance will be designed, documented, and implemented as deemed appropriate to this position.

**Mobility/Physical Demands:**

- While performing duties of this job, employee is required to sit, stand and walk
- Employee is required to talk and listen via face-to-face contact and telephone
- Employee may have to lift and/or move up to 35 pounds.

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

- Able to teach days and evenings (including occasional Saturday classes).
- Typical education teaching environment
- Travel required for student instruction as assigned and for faculty development.
- Travel on occasion to CBS campus location out of state for a meeting.

**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 based on 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.