



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: Coordinator and Faculty of Undergraduate Studies
DEPARTMENT: School of Education (SOE)
SUPERVISOR: Dean, School of Education

MAJOR PURPOSE:

A Coordinator of Undergraduate Studies is a full-time tenure-track faculty position in the School of Education (SOE) at William Jessup University (WJU) and is key member of the SOE leadership team and faculty. The coordinator is responsible for teaching and the development, implementation and evaluation of SOE Undergraduate Studies programs.

ESSENTIAL FUNCTIONS:

- Work collaboratively with and be an accessible resource for faculty, prospective students, candidates, and other constituency groups
- Lead the planning, development and implementation of the each program's scope and sequence of coursework
- Review and evaluate each program's course alignment with WJU goals and Program and Student Learning Outcomes (Educational Effectiveness)
- Oversee academic content and resources for the programs
- Develop and recommend master schedule, faculty hiring and assignments
- Continue to support and develop faculty
- Teach in the program
- Provide academic advisement to candidates
- Participate in the recruiting and marketing of Undergraduate Studies programs
- Remain current in academic discipline and academic research

OTHER FUNCTIONS:

- Collaborative influencer and presenter at the SOE's "The Education Conference"
- Lead and/or participate in weekly SOE and/or Program meetings at WJU in Rocklin, CA
- Participate in University culture, including committees, as required

QUALIFICATIONS

- Preferred doctorate in Education or related field
- A California state teaching credential
- Five years of exemplary teaching experience
- Calibrated in CalTPA cycle exams or is willing to be trained
- Higher education and/or K-12 administrative experience
- Sound Christian testimony with the ability to integrate faith and learning
- Subscribe to the statement of faith for William Jessup University
- Subscribe to the community covenant for William Jessup University
- Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, including those with physical or learning disabilities as it relates to differences in learning styles.
- Have experience in teaching students from diverse age, socioeconomic, cultural, and academic backgrounds

PENDING AVAILABLE FUNDING

SKILLS / ABILITIES

- Ability and willingness to work effectively with international students
- Willingness to build and teach fully online courses

MENTAL DEMANDS

- Ability to integrate Christian thought and values in all aspects
- Ability to engage in critical thinking and exercise independent judgment
- Ability to maintain confidentiality and manage confidential information
- Ability to communicate effectively in written and oral form
- Ability to take initiative without direct supervision

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with Biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters.

Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date

PENDING AVAILABLE FUNDING