



JOB TITLE: Full time Faculty and Public Policy Department Chair
DEPARTMENT: Public Policy Department
SCHOOL: Humanities and the Arts
SUPERVISOR: Dean, School of Humanities & the Arts

MAJOR PURPOSE:

The Chair for the Public Policy Department is a full-time tenure track faculty position responsible for the overall management of the Department and its faculty, staff and programs as well oversight of quality preparation, instruction, and learning outcomes related to the public policy curriculum and degree programs. The position requires extensive external and internal communications and interactions on a range of policy issues and initiatives.

RESPONSIBILITIES:

- Support and oversee the mission, goals, and objectives of the Public Policy Department, which includes the Public Policy and Criminal Justice programs.
 - Integrate Public Policy programs and curriculum with plans and goals of the School and WJU
 - Develop and teach courses within the Public Policy Department
 - Provide student curricular and career advising and oversee general advising within the Department
 - Manage Department budget and funding opportunities
 - Interface with institutional and academic councils and committees for policy and programmatic priorities as requested
 - Collaborate with other faculty and staff both within and outside of the Public Policy Department for curricular development, programming, and outreach
 - Serve in a direct or advisory role for various internal and external committees and boards in support of the Public Policy Department and/or WJU
 - Remain current on latest developments of the discipline and oversee related research and other initiatives for the Public Policy Department
 - Represent the program to internal and external collegiate and professional communities
 - Coordinate and/or present at both internal and external events, forums, and other venues
 - Develop relationships with external public sector factions whereby WJU will have a voice on significant public policy issues
 - Implement an aggressive three-year growth plan for the Department that includes: 1) establishing a strong local and state presence among governing entities and building relational connections within the policy community; 2) facilitating connection with the Institute for Public Policy and establish a pathway for publishing and disseminating research within the policy community; and 3) starting additional programs including certificates, graduate programs, or similar degrees
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QUALIFICATIONS

EDUCATION:

- Ph.D. or other terminal degree in a related field; Master's degree(s) in one or more of these disciplines with extensive public policy experience (accepted)

EXPERIENCE:

- Ten or more years of practical experience in public policy, political science, public administration, or related fields
- At least three years of college teaching experience, or comparable professional experience

SKILLS/ABILITIES:

- Highly collegial
 - Experience with outreach, media, and events preferred
 - Subscribe to the statement of faith for William Jessup University
 - Teaching experience at the college level
 - Knowledge of and/or experience in California government and politics
 - Effective policy, management, and communication skills with demonstrated leadership capacity and achievements
 - Sound Christian testimony with an ability to integrate faith and learning
 - Experience with and knowledge of practicum and work-based learning opportunities in government and policy environments.
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WORKING ENVIRONMENT:

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.

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.

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 30 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 can 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