



**WILLIAM JESSUP**  
UNIVERSITY

**JOB TITLE:** Half Time – Thesis Coordinator  
**DEPARTMENT:** School of Education (SOE)  
**SUPERVISOR:** Dean, School of Education

### **MAJOR PURPOSE:**

This is a non-tenure-track, adjunct faculty position requiring a proven research background, leadership, and pedagogical expertise. This position is responsible for teaching and mentoring graduate candidates as well as other administrative responsibilities.

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### **ESSENTIAL FUNCTIONS:**

- Authentically and actively supports the mission, vision, and values of the SOE and the university
- Teach classes including educational pedagogy and theory courses, with the ability to integrate faith and learning
- Plan all coursework and related experiences with a focus on student success and the achievement of established learning outcomes
- Assess student progress and adjust instructional strategies, resources and assignments to engage and provide for student success
- Participate in scholarship, latest developments and best practices in the field
- Demonstrated ability to form successful relations with students, instructors, other departments, and professional associations
- Provide academic advisement to candidates

### **OTHER FUNCTIONS:**

- Assist in curriculum evaluation, revision and improvement
  - Participate in the annual SOE Education Conference on the Rocklin campus
  - Participate in shared governance by serving on academic and administrative committees and regularly scheduled SOE meetings
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### **QUALIFICATIONS**

- Preferred Doctorate or ABD in Education or a closely related field
- Preferred academic and teaching experience in Math and/or Science
- California Teaching Credential
- Calibrated or willing to calibrate in CalTPA Tasks
- 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

### **SKILLS / ABILITIES**

- Excellent collaboration and communication skills
- Ability and willingness to work effectively with international students

**PENDING AVAILABLE FUNDING**

- Willingness to help build and teach fully online courses

## **WORKLOAD**

- Teaching 6 units per year
- Supervising Thesis/Project Candidates
- Supervising the Thesis Mentorship Team
- Attending required School of Education Meetings

## **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

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## **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.

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## **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.

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Employee Signature

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Date

**PENDING AVAILABLE FUNDING**