



JOB TITLE: Program Director – Computer Science
DEPARTMENT: Computer Science
DIVISION: School of Natural and Applied Science
SUPERVISOR: Dean

MAJOR PURPOSE:

William Jessup University has a new and rapidly growing computer science department. The faculty member will have the opportunity to help shape the curriculum by delivering courses from a wide range of undergraduate computer science topics based on experience and interest. The development of new courses in the candidate's area of expertise is encouraged. This is a great opportunity for candidates interested in project-based learning, innovative teaching/learning pedagogy, and developing collaborative student/teacher research projects.

This position is located on the Rocklin Campus and is 100% on-campus.

The pay range for this position is generally: \$65,000 - \$85,000 annual. Individual pay is determined by a number of factors including relevant education and training, academic and related experience, high demand disciplines, location, and job-related skills.

ESSENTIAL FUNCTIONS

- Teach a specified number of courses per academic year in computer science core and specialized areas, evaluate and grade students' class work, assignments, and software development projects
- Engage in scholarship, consulting work in the computing industry, and/or CS pedagogical research
- Advise students on course selection to stay on path towards graduation
- Supervise; advise/monitor senior student projects
- Prepare course materials including syllabi, homework assignments, projects, and handouts
- Work with immediate supervisor and Dean.

OTHER FUNCTIONS:

- Perform administrative functions for the department including creating course schedules, creating and managing the department budget, hiring faculty, etc
- Perform curriculum evaluation, revision, and improvement
- Develop and teach online CS Courses
- Serve on academic and administrative committees that review and recommend policies, make budget decisions, and advise on hires within the department

QUALIFICATIONS

EDUCATION:

- A doctoral degree in computer science, information systems, or a related discipline at the time of appointment, and excellent classroom and interpersonal skills
- A master's degree with multiple years of industry software development is also acceptable

EXPERIENCE:

- Previous teaching experience, previous software development experience, and a familiarity with hybrid and fully online educational delivery formats

- Evidence of experience in teaching students of diverse backgrounds is preferred
- Proficiency in multiple programming languages with preferences for Python, SQL, HTML, CSS, Javascript, and C++

SKILLS/ ABILITIES

- 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
- 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 Jessup 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 an 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