



JOB TITLE: Assistant/Associate Professor of Biology (Rocklin Campus)
DEPARTMENT: Biology
SUPERVISOR: Dean, School of Natural & Applied Sciences
FLSA STATUS: Exempt

MAJOR PURPOSE:

William Jessup University invites applications for a full-time tenure track appointment in biology at the assistant or associate rank, starting in the fall of 2024. Responsibilities will include teaching 3 courses per semester including; anatomy, physiology, pathophysiology, genetics, as well as other courses in the field of human biology that play to the candidate's expertise, interests, and experiences. Research interest and application will be a significant component of this position.

We encourage applications from members of historically underrepresented groups. All qualified applicants will receive equal consideration regardless of race, color, national origin, sex, disability, age, or veteran status.

The pay range for this position is generally: \$65,000 - \$85,000 annually. 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.

This position is 100% in person, on campus.

ESSENTIAL FUNCTIONS:

- This candidate will help guide and develop a master's degree in biology as well as serve as an advisor for American Medical Student Association (AMSA)
- Additional teaching may include upper-level courses in the candidate's area of expertise that support and complement current departmental offerings.
- Provide timely, specific, and helpful feedback to students regarding performance in the course
- Participate in scholarly activity that involves undergraduate students, including participation in professional development and research activities in order to remain academically current and relevant.
- Serve on University committees as needed
- Provide instruction, remediation and evaluation in didactic and clinical learning concepts including coordinating and supervising students to ensure that lab experiences meet course objectives.
- Demonstrate effective behaviors and accountability in accordance with standards of service excellence to students, fellow team members, and external agencies.
- Contributes to and attends national academic and clinical learning conferences
- Coordinates and supervises students to ensure that lab experiences meet course objectives; provides individual oversight to students for practice and/or remediation on technical skills as requested by faculty and students.
- Participates in planning and scheduling for students and faculty by ensuring open lab and structured lab utilization times are available and communicated and appropriately resourced.

QUALIFICATIONS:

Education/Certifications:

- PhD in biology preferred or related field by the beginning of the appointment. Or master's degree in biology or related field of study, with three years collegiate instruction experience.

Required Knowledge/Experience:

- An interest and willingness to support the online offerings of the college, and the ability to help students form respectful attitudes and interactions with people who differ in abilities, attitudes, and cultural experience.
- Familiarity with standard technology of application units.
- Competent in personal computer applications; word processing, spreadsheet, database, and email.
- Experience teaching at the undergraduate level and online.

Skills / Abilities:

- Evidence of a vibrant, mature Christian faith
- Strong communication and interpersonal skills,
- Possess a commitment to excellence and creativity in undergraduate teaching
- Ability and desire to integrate Christian faith into their teaching.
- Ability and willingness to work effectively with a diverse student population.

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

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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 are 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