



JOB TITLE: Adjunct Faculty - MHA
DEPARTMENT: School of Natural and Applied Sciences (SNAS)
SUPERVISOR: Dean, SNAS
FLSA STATUS: Non-exempt

MAJOR PURPOSE:

This part-time seasonal position at Jessup University is responsible for course development and implementation of the online/on campus Master in Healthcare Administration degree program. The candidate must demonstrate proven leadership, and pedagogical expertise. A faculty member at Jessup University will have responsibilities in some or all of the following areas: teaching, curriculum development, assessment, student advising and mentoring, professional scholarship (research and creative activities); administration, service to the life of the university, the profession and/or the community.

This position will require faculty member to function in an online environment and on campus symposiums, with associated attendance with chosen partners in the field.

The pay range for this position is generally: \$818 - \$1,467 per unit. Individual pay is determined by a number of factors including job-related skills, experience, relevant education or training and location.

ESSENTIAL FUNCTIONS:

- Authentically support the mission, vision, and values of the university and department
- Model the highest standards of professional, responsible, accountable and ethical conduct
- Demonstrate collegial and collaborative professional skills within a variety of environments
- Manage online faculty recruitment, support, and development for the Healthcare Administration degree program.
- Offer leadership in programmatic curriculum design and development
- Build and teach some fully online courses, as well as, participate in symposium development and application
- Actively assist in the recruitment of students for the Healthcare Administration degree program
- Advise students on issues of curriculum, as well as educational and professional goals
- Contribute as a member of the Natural and Applied Sciences division by participating in regular meetings, planning, goal setting, assessment work, and University events
- Ongoing professional development as appropriate to maintain expertise in university-level instruction

QUALIFICATIONS:

EDUCATION/CERTIFICATIONS:

- Must hold a terminal degree in an appropriate field of study **or** a master's degree in an appropriate field of study plus significant professional experience.
- Established history of practical work experience within the field of study or a related field

REQUIRED KNOWLEDGE/EXPERIENCE:

- Experience and understanding of educational technology
- Experienced in the use of online tools (e.g. Google meet, etc.)

SKILLS/ABILITIES:

- A commitment to Christian higher education
- A strong record of team work, collaboration, communication, and interpersonal skills
- Management experience with specificity in health care administration, patient management and integration, and information technologies.
- Ability and willingness to work effectively with international students
- Demonstrated collegial and collaborative skill
- Highly developed skills in written and oral communication and human relations
- A commitment to ensuring quality academic programs
- A commitment toward maintaining one's academic capacity
- Demonstrated ability to teach in technology-mediated environments
- Graduate faculty are expected to meet the qualifications established by relevant accrediting bodies.
- Graduate faculty will teach graduate level courses on a regular basis.
- Graduate faculty must advise graduate students and be willing to serve on graduate student master's committees.
- Graduate faculty must be active in research appropriate to the field or discipline
- Detail-oriented individual with strong organizational support skills
- Interpersonal communication skills to interact with students, faculty, vendors, other university departments and the general public
- Organization skills with attention to accuracy and detail
- Self-motivated and able to work with others with minimal supervision
- Desire to lead and train and willingness to be mentored and developed in leadership

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith.

Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions. The employee will need to represent Jessup at community events and off-site opportunities as needed.

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, crouch 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 20 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 to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date