JOB TITLE: Full Time Faculty – Chemistry (Rocklin Campus)
DEPARTMENT: Natural and Applied Sciences Division
SUPERVISOR: Biology Chair/Division Chair

MAJOR PURPOSE:
The Biology program seeks an experienced instructor of undergraduate chemistry. The faculty exhibits teaching excellence across a range of chemistry courses offered at primarily the lower division level for Biology majors, including general chemistry, organic chemistry, and quantitative analysis. The faculty oversees operations of all chemistry lab courses that support Biology, Kinesiology, and future life and health science program curricula. The faculty exhibits both a vibrant walk with Christ and academic excellence.

RESPONSIBILITIES:
- Teach a specified number of classes per academic year
- Assist Biology/Division Chair in hiring, evaluation, and professional growth of chemistry faculty
- Supervise teaching loads, course offerings, and course schedules of chemistry faculty
- Assist Biology/Division Chair with curriculum evaluation, revision, and improvement
- Assist in hiring and supervision of laboratory technicians and other lab support staff
- Manage budget preparation, budget monitoring, and financial stewardship of chemistry lab operations
- Ensure effective and efficient development, use, and maintenance of chemistry lab facilities and equipment
- Assist in the development of lab safety policies and procedures and oversee compliance training
- Manage services of outside contractors who support chemistry lab operations
- Meet regularly with science faculty, instructional assistants, and information technology personnel to optimize teaching environments and maximize learning outcomes in laboratory courses
- Engage in scholarship; support laboratory and/or pedagogical research

QUALIFICATIONS
- Graduate degree in Chemistry with record demonstrating academic excellence
- Equivalent of 5 years (10 semesters) of full time experience teaching undergraduate chemistry for science majors
- Demonstrated experience with curriculum development and assessment
- Demonstrated experience training chemistry faculty in lab safety procedures and use of laboratory instrumentation
- Demonstrated experience with inner workings of stock room and laboratory operations, including chemical hygiene, equipment maintenance and repair, and coordination of laboratory resources
- Demonstrated experience with managing laboratory support staff
- Extensive knowledge of federal, state, and local safety laws and regulations as they apply to laboratory practices
- Superior skill in organization, communication, and collaboration
- A demonstrated, vibrant Christian faith compatible with the mission of William Jessup University

SKILLS / ABILITIES

WORKLOAD
Faculty is a 12-month contract position with effort balanced between teaching, research activities, management of lab operations, and hiring, training, and assessment of faculty.
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.

PHYSICAL DEMANDS

- Ability to stand, walk, and sit for extended periods of time.
- Visual acuity to read words and numbers.
- Sufficient hand, arm, and finger dexterity to operate a computer keyboard and other office equipment.
- Speaking and hearing ability sufficient to communicate in person or over the telephone.

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.

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