MAJOR PURPOSE
This fulltime position within the Bible & Ministry Division at William Jessup University is responsible for overseeing the 
Master of Arts in Leadership degree program (Christian Ministry Concentration) as well as quality preparation and 
delivery of some course material (both graduate and undergraduate), related to biblical scholarship and ministry. This 
position actively participates in the initiatives of the Division.

ROLE EXPECTATIONS
1. Manage online faculty recruitment, support, and development for the Master of Arts in Leadership program;
2. Actively assist in the recruitment of students for the Master of Arts in Leadership program;
3. Teach 2 classes each semester;
4. Contribute as a member of the Bible & Ministry Division by participating in regular meetings, planning, goal 
setting, assessment work, and University events;
5. Willingness to build and teach fully online courses;
6. Advise graduate students on issues of curriculum, educational, and professional goals;
7. Ongoing professional development as appropriate to maintain expertise in University-level instruction;

QUALIFICATIONS
1. Terminal degree (required)—DMin or PhD preferred
2. Three years of fulltime experience in higher education (desirable)
3. History of engagement in ministry through a local church

START DATE
January 2015

WORKING ENVIRONMENT / CONDITIONS
The employee is regularly in a typical office and classroom 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 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 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 can 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

PENDING AVAILABLE FUNDING