Job Title: Adjunct Faculty (Thesis Mentor)
Department: School of Education
Supervisor: Coordinator of Research
FLSA Status: Exempt

Major Purpose:
This is a non-tenure-track, adjunct faculty position requiring a proven research background, leadership, and pedagogical expertise. This position is responsible for mentoring graduate candidates’ through the thesis process, including research topic selection, research question and hypothesis development, theoretical framework development, data analysis and reporting, and formal defense presentations.

Performance Responsibilities:
1. Authentically support the mission, vision, and values of the university and school
2. Model the highest standards of professional, responsible, accountable and ethical conduct
3. Demonstrate collegial and collaborative professional skills within a variety of environments
4. Demonstrate exceptional candidate support and mentoring during the Thesis process
5. Mentor a cohort of graduate candidates a semester while modeling outstanding research practice
6. Analyze and evaluate thesis work as a member of at least two additional Thesis Committees
7. Continue professional development related to research and best practices in the field of education
8. Collaborative influencer and presenter at the “The Education Conference”
9. Collaborate in the organization and delivery of research prep workshops

Qualifications

Education/Certifications:
• An earned doctorate in Education or related field

Required Knowledge:
• A high degree of experience with and understanding of social science research methodologies
• Expertise and experience in K-12 education practice and research
• Experience in the use of quantitative (e.g. SPSS) and qualitative (e.g. Dedoose) software
• Experience teaching, coaching or counseling

Skills/Abilities:
• A strong record of team work, collaboration, and interpersonal skills
• Exceptional written and verbal communication skills

Considered:
• A California state teaching credential
• At least two years of exceptional public school teaching and/or administrative experience

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 reservation, William Jessup University’s 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 and 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 this job, I must immediately inform administration.

____________________________________               _______________________
Employee Signature                               Date