Southwestern Christian College

Faculty Instructor
Computer Science
Job Description
(Exempt)

I. SUMMARY

A Faculty Instructor for Computer Science will be expected to teach a broad range of undergraduate, MS, and/or PhD level courses, based on qualifications. Faculty Instructor for Computer Science should have a strong academic background in statistics, mathematics, analytics, data science, mathematics/statistics education, or quantitative social science.

II. EDUCATION AND EXPERIENCE

Education:
Bachelor's Degree in computer science, computer engineering is preferred.

Experience:
Minimum of (two) 2 years teaching experience
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III. WORKING CONDITIONS

Physical and Mental Effort:
- Prolonged sitting and standing may be required
- Requires ability to work under stressful conditions to meet deadlines and make quick, accurate decisions.
- Ability to maintain flexibility in doing required tasks, as well as handle stressful situations in a calm and courteous manner at all times.

IV. QUALIFICATIONS

Ability to:
- Maintain confidentiality of information obtained during the course of employment.
- Understand and follow oral and written instructions.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Effectively communicates clearly and concisely, both orally and in writing.
- Demonstrate strong teamwork & interpersonal skills, determination, professionalism, and confidence.
- Demonstrate proficiency of and utilize computers, modern software and office equipment.

- Demonstrate competency to deal effectively with job demands.
- Demonstrate good organizational and time management skills.
- Effectively handle stressful situations in a calm and courteous manner at all times.

V. ESSENTIAL FUNCTION STATEMENT
Essential responsibilities and duties may include, but are not limited to the following:

Essential Job Duties:
- Demonstrate leadership attributes, such as the ability to organize and coordinate work efficiently, set priorities, and motivate others.
- Establish and maintain effective working relationships with those contacted in the course of employment.
- Teach effectively in the required course for all students.
- Courses are predominantly in a face-to-face format and possibly some that are online or hybrid format (at schools discretion).
- Perform advising duties and be responsive to the educational needs of students.
- Support student development.
- Assisting in the development and revision of academic programs, supervising graduate teaching assistants, and undergraduate and graduate research.
- Perform needed service at the College and potentially participate in applied consulting project-based work.
- Performs other duties as assigned by Senior Management.

VI. KEY COMPETENCIES

- **Job Knowledge**
- **Problem Solving/Decision Making Skills**
- **Organization, Planning and Control Skills**
- **Flexibility/Adaptability**
- **Leadership Skills**
- **Interpersonal Skills/Teamwork**
- **Communications Skills (Oral and Written)**
- **Resource Management**

VII. STATEMENT OF UNDERSTANDING & CONFIDENTIALITY

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

I also understand and acknowledge that as an employee, I am expected to maintain confidentiality of any information I may receive during the course of my employment. I agree to not divulge any information to an unauthorized person and said information shall remain confidential at all times during and after my employment.

I understand any breach of confidentiality could result in immediate termination of employment.