# Job Description

**Job Title:** Full-Time Faculty Member/Program Director, Adult School of Christian Ministries  
**Division/Department:** College of Adult and Graduate Studies, Adult School of Christian Ministries  
**Location:** Online/Main Campus  
**Reports to:** Chair, Adult School of Christian Ministries  
**Position Type:** Full-time  
**FLSA Status:** Exempt  
**Hours worked Per Week:** Approximately 40

## POSITION SUMMARY:

This faculty member will be teaching in the accelerated program of the College of Adult and Graduate Studies in the School of Christian Ministries. Additional responsibilities include serving on university committees, support of departmental functions necessary for overall program evaluation, strategic planning, accreditation, assessment, advisement of students, and selection and monitoring of faculty.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Will teach on a full-time basis in the Adult School of Christian Ministries.  
- Teach, govern, conduct classes, perform administrative functions and other academic duties.  
- Assess student performance using outcomes-based assessments.  
- Utilize a variety of appropriate teaching strategies to promote students’ critical thinking skills.  
- Assist in the development of instructional material consistent with course objectives.  
- Maintain expertise and currency in the discipline and in teaching strategies.  
- Demonstrate a consistent and supportive role to the School Chair, CAGS administration, and faculty members.

## QUALIFICATIONS:

The successful candidate should possess the following:  
- Effective oral and written skills.  
- Strong interpersonal skills with ability to work collegially with faculty and students.  
- Ability to network with local, state and national leaders in ministry and other organizations.  
- Ability to work as part of a team to coordinate and support programs within the school and the university.  
- Strong organizational and teaching skills.  
- Ability to incorporate appropriate, contemporary technologies and best practices in teaching.  
- Adherence to the Wesleyan theological standards, values, and policies of the University.

## EDUCATION and/or EXPERIENCE:

- Masters of Religion, Masters of Arts in Ministry, Masters of Divinity, doctorate in ministry field preferred.  
- Experience teaching in higher education; experience in online teaching, successful activities in ministry and/or leadership service.

## COMPUTER SKILLS:

Must have current knowledge and skills in the use of Microsoft Office applications of Outlook, Word, and Excel.

## PHYSICAL DEMANDS:

The physical demands are representative of those required to successfully perform in this position.

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.