



JOB DESCRIPTION:

Assistant Professor of Criminal Justice

Position Summary: To provide instruction and advising to the students in the School of Behavioral Science. The school is mainly populated with students seeking to obtain a degree to be work ready or to improve their application to a graduate program. Each member of the School of Behavioral Science is expected to excel in classroom teaching and mentoring and advising students.

Accountability: This position reports to the Dean, College of Arts and Science.

Qualifications: Master's degree. Minimum five years teaching experience.

Essential Functions:

- Will teach 27 hours of academic credit between the beginning of Faculty workshop and five business days after graduation.
- Will teach courses in General Education and in their respective academic major.
- Will possess knowledge of principles, methods and current developments in the academic discipline.
- Will maintain a minimum of 10 office hours per week.
- Will be involved in two committee responsibilities each semester.
- Will be knowledgeable and integrate OVU's online technology into course management.
- Will advise and mentor students in course and career planning, research, and class-related projects.
- Will develop and provide students and administration with an up-to-date current syllabus for each course assigned
- Will enforce effective classroom management and model appropriate dress as detailed in the Employee manual.
- Will fulfill professional faculty responsibilities as detailed in the Employee Manual.
- Will engage in activities to support the mission and vision of Ohio Valley University and the academic department and college.
- Will engage in intellectual pursuits and professional development and maintain currency in the academic discipline.
- Will engage in departmental and interdepartmental collaboration to benefit the program, college, university and students.
- Will be available in the summer to assist with Kickstart
- The above statements describe the job's essential responsibilities and requirements. They are not an exhaustive list of the duties that may be assigned to the successful candidate.

Authority:

- This person will report to Dean, College of Arts and Science.

Knowledge/Skills/Abilities:

- Ohio Valley University seeks to attract and retain highly qualified faculty and staff that share the University's mission to transform lives in a Christ-Centered Academic Community.
- Familiarity with and knowledge of Ohio Valley University and its policies and procedures.
- Excellent communication skills as well as organizational and time management skills.
- Ability to work independently with little or no supervision; must be self-motivated and a self-starter.
- Intellectual creativity, independent judgment, and impeccable integrity.
- A strong identification with and support of Ohio Valley University's goals and mission.
- In depth understanding and knowledge of the academic fields, teaching, and standards of excellent for their discipline.
- Knowledge of instructional strategies and techniques appropriate to teaching the courses assigned (undergraduate, graduate, adult learners, online, etc).
- Demonstrated ability to communicate effectively verbally and in writing.
- Ability to effectively and appropriately integrate technology into the teaching and learning process.
- Ability to successfully interact with students, other educators and educational institution representatives, and the general public in a professional manner.
- Ability to lead undergraduates in academic research is preferred.

Education and Training:

- Although all candidates possessing a terminal degree in their content area or related fields will be considered, those having collegiate teaching experience or who have held graduate teaching assistantships are preferred.

Work Conditions:

- Classroom setting
- General office environment (sedentary with some standing and walking).

Please note that Ohio Valley University is affiliated with churches of Christ, and, as allowed under federal law, demonstrates a strong preference for candidates with the same church affiliation and upholds the foundational tenets of its religious heritage in hiring practices.