



JOB DESCRIPTION:

Dean College of Arts and Science

Position Summary: To provide administrative oversight to students, staff, and faculty in the College of Arts and Science. The College of Arts and Science is responsible for providing courses that meet general education requirements that further the student's academic ability to successfully pursue their major and academic interests. The College of Arts and Science is also responsible for providing courses that fulfill the requirements for English and Humanities majors. Each member of the College of Arts and Science is expected to excel in classroom teaching and mentoring and advising students.

Accountability: This position reports to the Vice President of Academic Affairs.

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

Essential Functions:

- Will teach 18 hours of academic credit between the beginning of Faculty workshop and five business days after graduation.
- Will be responsible for preparing and maintaining the class schedule and course offerings.
- Will be responsible for supervising and evaluating staff and program faculty.
- Will be responsible for hiring and supervising adjunct instructors.
- Will be responsible for evaluating and writing yearly reports for assessment.
- 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 knowledgeable and integrate OVU's online technology into course management.
- Will be involved in two committee responsibilities each semester.
- 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 Vice President of Academic Affairs.

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 excellence 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.