



Human Resources

Job Title: Senior Lecturer	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to: Director/Assistant Director	Location:
Department: Department of Computer Sciences	Division:
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade: 613

PRIMARY PURPOSE OF POSITION

Duties include teaching three to four courses per semester according to departmental needs and course assignments. Responsibilities also include involvement in university, school, and departmental activities. Other required faculty duties as specified in the Faculty Manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Planning and organizing instruction in ways which maximize student learning
- Meeting scheduled classes and office hours in accordance with university policy
- Ensuring curriculum implementation and course preparation in accordance with department standards. Preparing homework and exams. Evaluating and returning student work in a timely manner to promote learning.
- Maintaining accurate records of students' progress. Submitting final grade roster in accordance with established university deadlines
- Maintaining confidentiality of student information in accordance with FERPA policy

QUALIFICATIONS

Master's degree in computer science or closely related field is required and must include 18 hours of graduate level computer science courses. Demonstrated potential for excellence in undergraduate teaching is desired. Successful completion of an employment and/or criminal history background check required.

WORKING CONDITIONS

SCHEDULE: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

PHYSICAL REQUIREMENTS

The expectations listed below are representative of the abilities that may be needed to fulfil duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
- Physically able to spend significant time reading both on paper and on a computer.
- Ability to travel by car and plane for University business. Ability to drive.

SUPERVISORY RESPONSIBILITIES

SUPERVISION RECEIVED: General supervision is received by the Chair of Computer Science.

SUPERVISION EXERCISED: Functional supervision is provided to student workers.

EXPECTATIONS

The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
- Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
- Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
- Carry out all responsibilities and objectives in professional manner.
- Accept and render constructive criticism in a professional manner.
- Adhere to the policies and procedures established by St. Edwards University.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>