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| **Job Title:**  **Assistant Professor (Non-Tenure-Track)** | **FLSA Classification:**  X Exempt ☐Nonexempt |
| **Reports to:**  **Dean of Natural Sciences** | **Location:**  **Austin, TX** |
| **Department: Computer Science** | **Division: NSCI** |
| **Employment Category:**  X Full-Time ☐ Part-Time | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

Teach computer science courses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Candidates should have the interest and ability or potential to teach a range of undergraduate courses and support a diverse student body
* Teach three to four courses per semester according to departmental needs and course assignments
* Advise CS majors starting in year 2
* Other duties as assigned

**QUALIFICATIONS**

* Master’s degree or PhD in computer science or a closely related field that must include 18 hours of graduate-level computer science courses.

**WORKING CONDITIONS**

Teaching in a classroom on campus.

**PHYSICAL REQUIREMENTS**

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

(ADA Guidelines)

(Use these as a staple and arrange in accordance to the positions physical demands)

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions 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 15 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 remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

None.

**EXPECTATIONS**

*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:

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