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| **Job Title:**  Assistant Professor of Computer Science | **FLSA Classification:**   * Exempt ☐ Nonexempt |
| **Reports to:**  The Dean | **Location:** Austin, Texas |
| **Department:** Dept of Computer Science | **Division:** Computer Science |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade:** 615 |

**PRIMARY PURPOSE OF POSITION**

St. Edward’s University, a nationally ranked, independent Catholic university and Hispanic Serving Institution (HSI) invites applications for a full-time, 9-month, tenure-track position as an Assistant Professor in the Department of Computer Science, beginning August 2023.  St. Edward’s is characterized by its commitment to the Holy Cross educational mission to educate the hearts and minds of a diverse student body that is deeply committed to social justice.

The successful candidate will teach a typical load of three courses per semester and work with students on computer science projects. Courses assigned will depend on the background and interest of the candidate as well as the needs of the department. Other required faculty duties are specified below and in the Faculty manual.

St. Edward’s University embraces excellence through diversity and especially encourages applications from women and members of underrepresented racial, ethnic, sexual, and gender minority groups. Candidates should demonstrate a commitment to supporting a diverse student body.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Candidates should have the interest and ability or potential to teach a range of undergraduate courses, with preference for candidates with the ability to teach a variety of courses including but not limited to software development, cybersecurity, and machine learning. Candidates should demonstrate potential for excellence in undergraduate instruction.
* Conduct scholarly activities at a level appropriate for undergraduate institutions.
* Provide academic advising and mentoring for undergraduate students. Candidates with the ability to direct a variety of independent undergraduate projects will be given preference.
* Meet Department, School and/or University service requirements through participation on committees and campus initiatives.
* Other duties as assigned.

**QUALIFICATIONS**

Required Qualification: An earned Ph.D. in Computer Science or closely related field.

*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* |