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| **Job Title: *Assistant Professor of Forensic Science (Tenure Track Position)*** | **FLSA Classification:**   * Exempt ☐ Nonexempt |
| **Reports to: *Dean & Prof Natural Sciences*** | **Location: Austin, Texas** |
| **Department: Department of Forensic Science** | **Division: Department of Forensic 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 **Forensic 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 work to develop and teach courses at the undergraduate level, maintain a program of scholarly activity that includes mentoring student research, and engage in professional service. Courses assigned will depend on the needs of the department and the background of the candidate. This position may also include teaching as part within the university’s general education program. Other required faculty duties are specified within 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**

For consideration, candidates must meet the following qualifications:

* Master’s degree or PhD from an accredited institution in Forensic Science or a related field, with PhD preferred
* career emphasis in medico-legal death investigations, anthropology/entomology, digital forensics, and/or drug analysis/toxicology
* at least five years of experience working in a crime laboratory or as a crime scene investigator
* demonstrated potential for excellence in teaching at the collegiate level, including ability or potential to teach a range of undergraduate courses and support a diverse student body
* excellent interpersonal and communication skills
* educational philosophy consistent with the mission and values of a liberal arts university

Essential Responsibilities Include:

* teaching 3-4 courses during each semester of the academic year, including courses within the Forensic Science major and, depending on candidate qualifications and staffing needs, courses within the university’s general education program
* serving as an academic advisor for undergraduate students
* assisting with laboratory management
* maintaining a program of scholarly activity conducive to mentoring student research
* supervising student internship and research experiences
* engaging in professional service within and beyond the university other duties as assigned

*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* |