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| **Job Title:** Assistant Professor, Non-Tenure Track | **FLSA Classification:** *(FLSA Federal Law GUIDELINES)* [x]  Exempt [ ] Nonexempt  |
| **Reports to:** The Dean, School of Behavioral and Social Sciences | **Location:** Austin, TX |
| **Department:** Criminal Justice | **Division:** Click or tap here to enter text. |
| **Employment Category:** [x] Full-Time[ ] Part-Time  | **Paygrade:** 615(EEO & Equal Pay Act of 1963 Guidelines)  |

**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, non-tenure-track position as an Assistant Professor in the Department of Criminal Justice, 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 undergraduate courses, work with and advise students, and be active community members in service to their departments, schools, and the University. Teaching will include lower and upper-level undergraduate courses including introductory courses, criminal law, and criminology among others. The successful candidate will contribute to the promotion and growth of the criminal justice major. Applicants must show evidence of excellence in teaching, strong communication and interpersonal skills, dedication to professional development, and a commitment to student growth as defined by the university mission.

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**

* Teach lower and upper-level undergraduate courses such as introductory courses, criminal law, criminology, etc.
* Provide academic advising and mentoring for undergraduate students.
* Be an active community member in service to their department, school, and University
* Contribute to the promotion and growth of the criminal justice major through excellence in teaching, commitment to student growth as defined by the University Mission, and scholarly activity at a level appropriate for undergraduate institutions

**QUALIFICATIONS**

Required Qualifications

* MA with at least 10 years of industry experience or terminal degree (e.g., PhD or JD). ABD candidates will be considered but must complete degree requirements by the appointment date (August 2023).
* Strong commitment to, and potential for excellence in, undergraduate teaching is required. Demonstrated ability to teach courses across the Criminal Justice curriculum.
* Experience in criminal justice practice and/or law.
* Strong commitment to, and potential for excellence in, undergraduate teaching and collaborative work with students.

*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* |