POSITION POSTING
February 2022

POSITION TITLE: Computer & Information Systems Faculty
DIVISION: Academic Affairs
DEPARTMENT: Academic Affairs

OCCUPATIONAL SUMMARY

Reporting to the Provost & Vice President of Academic Affairs, the Computer & Information Systems Faculty member is responsible for providing classroom instruction to students in related courses, and mentoring upper-level graduate students. This position works closely and collaboratively with University leadership to achieve a strategic, student-centered approach to academic in support of the University's mission and to integrate the student learning experience with the academic programs of the University.

This position does not supervise others.

ESSENTIAL JOB FUNCTIONS

1. Delivers classroom lectures, facilitates discussions, and provides assignments to be completed outside of the classroom.
2. Mentors students for the purpose of obtaining positive progression in the academic curriculum on a semester basis.
3. Demonstrates knowledge of and experience in assessing student learning outcomes.
4. Assigns grades for academic performance.
5. Participates in the student evaluation process.
6. Participates in collegial dialogue with colleagues to keep abreast of new developments and research within the discipline.
7. Engages in scholarship and community service appropriate to the discipline.
8. Maintains posted office hours for availability to students and colleagues.
9. Serves on academic committees as required.
10. Conducts research as required.
11. Submits proposals for grants and fundraising activities.
12. Regularly assesses teaching strategies to assure compliance within operating rules, regulations, policies, and procedures; advises supervisor promptly of any programmatic irregularities.
13. Operates effectively within established budgetary guidelines.
14. Assures the management and integrity of all student data in compliance with all applicable state and federal laws, rules, and regulations.
15. Prepares required reports.
16. Develops relationships and maintains effective communications with diverse groups, internal and external, in support of the institution's mission.
17. Participate in peer review process.
18. Represents institution at functions upon request.
19. Serves on administrative committees as assigned.
20. Performs other duties as required.

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MARTIN
U N I V E R S I T Y

MINIMUM REQUIREMENTS

1. Master's degree in Computer Science, Information Systems, Information Technology or Computer Engineering from an accredited college or university required. Doctorate degree preferred.
2. Instructional classroom experience at the college or university level required.
3. Cloud-based technology experience for teaching.
4. Appreciation and understanding of nontraditional students.
5. Ability to deliver curriculum through online methodologies.
6. Knowledge of the Higher Learning Commission accreditation process.
7. Superior presentation and interpersonal skills.
8. Strong organization and management skills, with follow-through.
9. Excellent inductive and deductive reasoning skills.
10. Ability to form collegial partnerships with fellow faculty members and to work both independently and collegially.

APPLICATION PROCESS

This position is full-time.

Interested persons may apply by submitting a resume and contact information to:

Martin University
Office of Human Resources
2186 N. Sherman Drive
Indianapolis, Indiana 46218
Email: hresources@martin.edu

This position is open until filled.

No phone calls please.