



JOB DESCRIPTION

INFORMATION

Job Title:	<i>Biblical Counseling Graduate Professor</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	Biblical Counseling Graduate Dept.	W/C Classification	8868 – Administration/Faculty
Reports To:	Chair of the BC Graduate Dept.	Reviewed date:	4/14/2022

SUMMARY

Advance the mission and vision of TMUS in the School of Biblical Counseling by teaching graduate level courses in Biblical Counseling.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop and design course material for assigned Biblical Counseling Graduate courses.
- Enter and upload all required information for LMS (Canvas).
- Assess, enter, and upload (where necessary) all course-related assessment elements (AEFIS).
- Perform other duties as assigned by the Dean or Chair.
- Teach a schedule of classes consisting of approximately 12 units per semester.
- Teach graduate biblical counseling courses in the graduate resident program (MABC-R), the Summer Institute Program (MABC-SIP), and Doctor of Ministry in BC courses including thesis grading.
- Provide academic advisement and support to the personal development of the students.
- Complete the normal departmental and institutional administrative duties such as attending faculty meetings, textbook ordering, and coordination of the scheduling of classes.
- Perform other related duties as established or assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Evidence of a mature Christian lifestyle by active involvement in a conservative evangelical local church.
- Ability to teach students effectively, evaluate their performance, and create a supportive learning environment.
- Excellent written and verbal communication skills
- Strong organizational skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Doctoral degree in Biblical Counseling.
- Has completed at least 1,000 hours of counseling.
- Association of Certificated Biblical Counselors (ACBC) membership.
- At least two years' teaching experience in the field of Biblical Counseling.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.