

# Arizona Christian University

## Position Description

<b>Position Title:</b>	Assessment Analyst and Biblical Studies Instructor	<b>Date Updated:</b>	3/7/2017
<b>Reports to:</b>	Biblical Studies Department Chair, Academic Dean and Provost	<b>Department:</b>	Academics/Provost
<b>Direct Reports (if any):</b>		<b>FLSA Status:</b>	Exempt
<p><b>Position Summary:</b></p> <p>The Assessment Analyst and Biblical Studies Instructor supports the Provost and Academic Dean in collecting, monitoring, assembling, and reporting to accreditation bodies ACU's student learning and institutional effectiveness assessments. This position assists the Provost in collecting institutional data, preparing and submitting ACU's annual reporting requirements for Arizona licensure, accreditation and department of education required data (IPEDS – integrated postsecondary education data system.) This part of the position will account for 50% of the work assignments.</p> <p>The remaining 50% of the work assignments will encompass a teaching load of 9 credits (3 courses per semester in any combination of traditional and/or adult evening degree completion courses.) Courses taught will be in the institutions freshman level CORE liberal arts curriculum dealing with basic Christian doctrine, worldviews, and orientation to ACU and its beliefs and academic expectations. Depending on the candidates background courses in Old and New Testament survey and biblical languages may be taught.</p> <p>This position will transition into full-time academic teaching within 12 to 18 months.</p>			
<p><b>Prerequisite Qualifications:</b></p> <ul style="list-style-type: none"> <li>A. Master's degree in Bible, Theology, Biblical Languages or Divinity is required.</li> <li>B. A Ph.D., acceptance in a doctoral program, or willingness to pursue doctoral studies in Bible, Theology, Biblical Languages or Philosophy is highly required.</li> <li>C. Excellent written and verbal communication skills.</li> <li>D. Careful attention to detail.</li> <li>E. Ability to follow written and verbal instructions, policies, and procedures.</li> <li>F. Ability to collect and assemble assessment data from various university owners.</li> <li>G. Experience teaching, working as a TA or RA at the university level is required.</li> <li>H. Ability to use and learn computer software systems for teaching as well as accreditation reporting purposes.</li> </ul>			
<p><b>Duties, Tasks, Responsibilities:</b></p> <ul style="list-style-type: none"> <li>A. Teach course in ACU's LIA, HUM, and BIB Core curriculum as assigned by Department Chair and Academic Dean.</li> <li>B. Develop lesson plans and lecture material for courses taught.</li> <li>C. Teach in both the traditional and evening adult degree completion programs.</li> <li>D. Keep attendance and grade student assignments and exams.</li> <li>E. Provide academic advising to students assigned by Department Chair.</li> <li>F. Maintain records of ACU's institutional and student outcome learning assessments.</li> <li>G. Collect institutional data from internal sources.</li> <li>H. Compile assessment and institutional data information for submission and reporting to outside organizations and ACU leadership.</li> </ul>			
<p><b>Working Conditions:</b></p> <ul style="list-style-type: none"> <li>A. Working days and one evening per week during academic sessions.</li> <li>B. Working with and serving a diverse body of college students, faculty, staff, and community members</li> <li>C. Sitting or standing at a service desk and using computers</li> </ul>			