

Oak Hills Christian College

Job Description

Position Title: Instructor/Program Director for Business-related Degrees

Department: Education

Position Status: Full Time, 10 months

Reports To: Dean of the College

FLSA Status: Exempt-Faculty (salaried)

Last Revision Date: April 2024

General Summary:

In keeping with the OHCC Mission Statement, to disciple students toward Christlikeness, through teaching (as assigned), advising and mentoring students, participating in CLH, small groups and informal interactions with students.

The program director is responsible for the oversight of the programs for which they are the director. The person in this position will be responsible for Business programs (Associate and Bachelor of Science, on campus and online), Marketing, and Healthcare Administration & Services.

The instructor is responsible to teach the assigned courses and manage these courses in a competent manner. An instructor is also to be a godly example to students, both in and out of the classroom.

An individual in this position may be called upon to do any or all of the following essential functions. These examples DO NOT include all of the duties which the individual may be expected to perform.

Program Director Primary Responsibilities:

- Oversees the certificate or degree program for which they are the director
- Does academic advising of students in the program
- Develops local and regional business contacts and relationships to advance program development
- Approves and evaluates student internships
- Assists in student recruitment
- Recommends resources for library acquisition

Primary Responsibilities:

- Prepare syllabi for assigned courses, subject to approval by Division Chair.
- Prepare and teach the assigned classes in such a way that the students are able to fulfill the objectives of the syllabus.
- Establish and implement a system of evaluation and grading for each class.
- Maintain a healthy learning environment in the classroom; effectively dealing with disrespect and inappropriate behavior.
- Treat all students respectfully and fairly, making reasonable adjustments for individual with special needs.
- Keep office hours to allow for student/instructor interaction.
- Advise students in the Student Success program.
- Seek personal, informal relationships with students so as to facilitate their personal, spiritual and professional growth.
- Participate in course evaluations as requested by the Dean of the College.
- Participate in peer evaluations as requested by the Dean of the College.
- Participate in faculty committees.
- Recommend resources for library acquisition.
- Pursue ones own professional growth.
- Attend meetings and other functions pertaining to faculty

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- Other duties mutually agreed upon with the Dean of the College

Education Requirements: Master degree or 18 credits Master-level work in the area of primary teaching responsibility

Experience Requirements: 3 years of professional and/or teaching experience

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Have a visible passion for God
- Have a genuine compassion for people
- Have a clear Christian testimony
- Model Christian service by attending a local church and being active in a ministry
- Fully embrace the doctrinal position, mission, and values of Oak Hills and the denominational diversity of OHCC
- Ability to teach
- Strong interpersonal skills
- Ability to work independently and as a member of the faculty team
- Communication skills (verbal, written, presentation)
- Listening skills
- Time management skills

Supervisory Responsibilities: No

Working Environment:

Monday – Friday

Weekends as needed

Special events as needed

Physical/Mental Requirements:

Ability to work in high stress situations

Ability to handle highly emotional situations

Able to sit or stand up to 8 hours per day