## POSITION DESCRIPTION

<table>
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<tr>
<th>Position Title: Assistant Professor of Computer Science</th>
<th>Department: Business, Leadership &amp; Technology</th>
<th>Status: FTE 1.0, 9-Month Appointment</th>
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| Supervisor: Dean of Business, Leadership & Technology |  |

### About Bushnell University

Bushnell University is a Christian, private, liberal-arts, comprehensive university closely affiliated with churches of the Stone-Campbell/Restoration Movement. From this unique heritage Bushnell University embraces the ideal that we are “Christians only” — but not the “only Christians” — and offers its resources to students and congregations of many church traditions. These students are affiliated with denominational and non-denominational groups, such as Presbyterian, Baptist, Methodist, Foursquare, Lutheran, Nazarene, Episcopal, Assembly of God, Catholic, and Community Churches. The University was founded in 1895 and is accredited by the Northwest Commission on Colleges and Universities.

### Job Summary:

The person serving in this position will teach primarily in the Bachelor of Science in Computer Science and Software Engineering program. This position may also help support business courses in the School of Business, Leadership and Technology in the areas of applied statistics, economics, data analysis and finance. This position will teach generally during the day in Bushnell’s in person undergraduate computer science courses but may also occasionally teach evening and online undergraduate business courses, as needed. Traditional Undergraduate courses are face-to-face in a 16-week semester. Evening and online courses are delivered in eight-week blocks.

This position will work primarily with the program lead for the Computer Science, Software Engineering program under the direction of the Dean of Business, Leadership and Technology. The School of Business, Leadership & Technology emphasizes building a solid foundation of critical thinking and the practical application of rigorous curriculum, developed alongside industry leaders with current market demands in mind. As a member of the business faculty, the person in this role will be an integral part of the department and have the opportunity to shape programs in technology as needed.

The School of Business, Leadership & Technology has among its core values one-on-one and group mentorship of students, and community involvement. The person in this role will be expected to regularly schedule and lead student and faculty meetings and participate in similar business school meetings. From time to time, the person in this role will also be expected to work with the community at large and develop professional relationships beneficial to the University and its students with businesses, community partners and other educational institutions. The normal teaching load is 24 semester credits per academic year.
Position Duties and Responsibilities

**General for all Faculty:**

- Maintain a full-time teaching load (or equivalent) as described in the Faculty Handbook and as assigned by your supervisor.
- As a ‘teacher-scholar’ actively engage with students in collaborative research and learning activities.
- Provide a solid role model of wisdom, faith, and service.
- Maintain and post regular office hours as specified in the Faculty Handbook.
- Attend all regular and special faculty meetings.
- Serve on faculty committees, as assigned by the Vice President for Academic Affairs and Dean of the Faculty within Faculty Handbook guidelines.
- Submit updated course syllabi each semester to the office of the VPAA for each course taught.
- Complete embedded course assessment and/or program assessment activities in Task Stream.
- Facilitate the evaluation of each of your classes each semester and contribute to the evaluation of the curriculum and instruction, ensuring the delivery of quality academic programs.
- Contribute to the development of library resources in area of teaching expertise.
- Participate in academic and/or licensure advising, as assigned.
- Follow the current Faculty Handbook as it pertains to faculty roles and responsibilities.
- Interact with the Registrar’s office in transcript evaluation and recording of student progress, as required.
- Actively participate in marketing of the programs as well as forming partnerships with colleagues and students where appropriate.
- Contribute to the integration of faith and learning by addressing this issue in class and in curriculum standards.
- Fulfill any other duties as assigned by supervisor.

**Specific to this Position:**

- Integrate faith & learning in the technology and business disciplines.
- Meet regularly with the Dean of Business, Leadership & Technology, and staff to ensure operation of programs. Support and contribute to the work of the Technology lead in development of new programs, courses and certifications.
- Contribute to the innovative delivery of education in the classroom and other (online) learning where appropriate.
- Provide a solid model of ethical leadership while fostering academics and professionalism with students.

**Experience and Qualification Requirements:**

- MS in Computer Science or MS Software Engineering from an accredited institution.
- Actively engaged in a Christian congregation and able to identify with and support the Bushnell Theological Context for Community statement.

In addition, the successful candidate should exhibit the following:

Recent use of web methodologies, programming languages, and computer operating systems either as part of degree program or workplace application. Ability to teach various programming languages (for example HTML, CSS, JavaScript, AJAX, JSON, XML, Python, Java, C#, Bash/Shell and SQL). Ability to teach software engineering courses including those relating to databases/data modeling, networking and the cloud, advanced web methodologies and development, software engineering practices, computer architecture and networking, game development, mobile applications development and machine learning/artificial Intelligence.

Ability to utilize Windows based software including, Word, Excel, PowerPoint. Experience utilizing e-mail for the purposes of organizational communications. Listening skills and the ability to speak and write clearly are essential to the position. Individual must possess exceptional interpersonal and communication skills.
Preferred Experience:

- Doctorate degree in a computer or business-related discipline.
- Experience in the past 5 years using some type of database engines (for example Access, SQLite, SQL Server, Oracle, PostgreSQL, MySQL and MongoDB)
- Experience in the past five years using some different types of software (for example IDE including Eclipse, NetBeans, JetBrains IntelliJ and/or PyCharm, RStudio, Spyder, Visual Studio Code and Visual Studio .NET.)
- Practical experience in Computer Science (DS) and/or Software Engineering (SE).
- Teaching experience either full-time or as an adjunct in an accredited institution of higher education.

Working Conditions/Special Requirements:

1. Bushnell employs faculty and staff who embody Christian faith and live in compliance with the duties and expectations as detailed in the Employee Handbook.
2. The position requires a strong commitment to multiculturalism and diversity.
3. The position requires working in a non-smoking, drug free environment.
4. The employee must adhere to FERPA guidelines and student confidentiality at all times.
5. All employees of Bushnell University are “mandatory reporters” under Oregon law. See http://www.oregon.gov/dhs/abuse/pages/mandatory_report.aspx for specific information.
6. Listening skills and the ability to speak and write clearly are essential to this position. Must possess exceptional interpersonal and communication skills.
7. The employee must have high personal motivation, with great attention to detail and accuracy.
8. This person must project a positive, vibrant and professional attitude in assisting people.
9. This person must have high ethics of honesty and confidentiality, with a genuine and gracious presence pertaining to the students, faculty, staff and business of the department and the University.
10. This position may require lifting up to 25 lbs, as well as bending, stooping, kneeling.
11. This position description is subject to change at any time.

Position Desc. | May 3, 2022

APPLICATION INSTRUCTIONS

Bushnell University employees are expected to abide by the Theological Context for Bushnell Community Life. Please read this document before continuing.

For consideration, please submit the following materials:

1. Employment Application
2. Cover letter addressing skills, experience, and knowledge
3. CV/Resume
4. A Personal Reflection essay (maximum 2 pages) that: Addresses how the applicant’s Christian faith is expressed in his or her personal life which may include family and/or community life, and church membership. Provides examples of how the applicant has integrated or envisions how they would integrate faith into his or her professional life. Affirms the applicant’s understanding and support of Bushnell University’s Theological context for Community Life statement.
5. Official transcript/terminal degree transcripts
6. Contact information for 3 references. One reference is to be from the applicant’s pastor or another appropriate church leader, Christian friend, colleague, or associate who is able to address the applicant’s Christian faith engagement

Submit your packet via e-mail to: academicsearch@bushnell.edu
Or via mail to:
Vice President for Academic Affairs
Bushnell University
828 East 11th Avenue
Eugene, OR 97401
Please note: Incomplete application packets may result in disqualification. Final candidate will be required to undergo a criminal background investigation.

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Wendy Yamada at 541-684-7204 or wyamada@bushnell.edu.

In compliance with the Clery Act, Bushnell University provides our Annual Security Report & Fire Safety Report. You may request a paper copy from the Office of Student Life by calling 541-684-7345. This report is required by federal law and contains policy statements and crime statistics for the university.