



**JOB DESCRIPTION  
ACADEMIC YEAR 2019-2020**

**TITLE:** Social Science Faculty

**COLLEGE:** College of Arts and Sciences

**DATE PREPARED:** October 15, 2018

**REPORTS TO:** Chair, Social Sciences

**FLSA:** Exempt, 9 month position

**POSITION SUMMARY:**

This position is responsible for teaching undergraduate social sciences courses and acting as a liaison for students in internships and program research activities. Primary appointment will be to the main campus in Toppenish, with travel to the Tri Cities. The position is responsible for student advising, including meeting with prospective students. Faculty will teach face to face and online courses, will attend university meetings as required, and maintain active involvement in community and university activities.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represent Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other consumer of our services, learns and uses operating practices of the department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Manage confidential information with tact, discretion and in compliance with FERPA regulations.
4. Teach classes across the social sciences curriculum using innovative and effective strategies for adult learners. This includes using technology to teach distance courses.
5. Advise and mentor students in the internship, research and/or capstone courses that provide strategies for academic success, graduate program requirements and career opportunities in the field.
6. Establish positive and effective communications with agencies, institutions, and other key influencers to attract, retain and place students in internship and support program research activities.
7. Participate in program assessment and development.
8. Participate in student recruitment, registration, and placement activities.
9. Performs other functions as necessary or as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Minimum of MA/MS in the field of social sciences. (Criminal Justice, Criminology, or Sociology)
2. Successful higher education teaching experience, preferably including experience with diverse student

populations.

3. Excellent interpersonal, organizational, oral, and written communication skills.
4. Demonstrated skill in using technology as a management and teaching tool.
5. Interest in research, research methods and statistical analysis.
6. Compatibility with a highly collegial, service-oriented faculty/staff dedicated to service and leadership in diverse settings.
7. Initiative, commitment to accomplishment, adaptability, and sensitivity to program and student needs.
8. Personal transportation and willingness to travel to meet program and student needs.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include a cover letter, vitae/resume, transcripts (copies acceptable for initial screening), and names, addresses, e-mail addresses and phone numbers of 3-5 current professional references.

Review of applications will begin immediately and will continue until the position is filled.

**To apply, please email application material to:** [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948