



JOB DESCRIPTION

TITLE: Assistant Professor of Criminal Justice

COLLEGE/SCHOOL/DEPT: Arts & Sciences

DATE PREPARED: January 2021

REPORTS TO: Department Chair

FLSA: Exempt (Regular Rank, 9-Month Contract)

POSITION SUMMARY:

The Department of Criminal Justice/Social Sciences at Heritage University invites applications for an Assistant Professor position to begin in August 2021. The ideal candidate will be able to teach courses in social sciences (e.g. Introduction to Sociology and Social Problems) and criminal justice courses listed as CRMJ and POSC in the Heritage catalog. Their degree need not reflect those exact specializations. We are particularly interested in candidates who have experience working with diverse student populations and exhibit innovative approaches to teaching, undergraduate research, and student assessment.

The successful candidate will teach 12 credit hours (4 courses) per semester, including lower- and upper-level social science and criminal justice courses, and area of expertise. PhD strongly preferred, but candidates who are ABD are encouraged to apply, as are those who have relevant master's degrees and Juris Doctorate (JD), if they also have teaching experience.

The Criminal Justice program is offered on two campus locations, in Toppenish, WA and Tri-Cities, WA. Ideally, the candidate will work across campuses, to include teaching on-line.

Heritage is a small, private, rural college located within the Yakama Nation, 20 miles south of the city of Yakima. Heritage is a Hispanic-Serving Institution (HSI) and home to many Native American students, particularly from the Yakama Nation. As a mission-driven university with a culturally diverse student body, Heritage embraces "transformational student-centered education that cultivates leadership and a commitment to the promotion of a more just society." We encourage applications from members of underrepresented groups as well as individuals who have experience working with diverse student populations. Candidates should demonstrate how they will contribute to Heritage University's mission through excellence in teaching, mentorship, research, and/or service. Enthusiasm for working with a diverse population of students is essential.

Studies have shown that candidates are less likely to apply for jobs if they do not meet every listed qualification. We are most interested in finding the best candidate for the job, and that candidate may be someone who comes from a less traditional background. We encourage you to apply even if you do not meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of the position, please feel free to contact us to discuss your application.

Candidates should submit a cover letter, vita, teaching statement, diversity statement, unofficial transcripts, and three reference letters to humanresources@heritage.edu by March 5, 2021. The diversity statement should explain how you have demonstrated your commitment to educational equity and how you would help facilitate a diverse and equitable community at Heritage in your teaching, mentoring, outreach, research, and/or service. The teaching and diversity statements should be no more than two pages each. Heritage University is an Equal Opportunity Employer fully committed to developing a diverse faculty and campus community.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents 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 customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Teach undergraduate social science and criminal justice courses as assigned.

5. Prepare course materials such as syllabi, homework assignments, and handouts. Prepare and deliver lectures to undergraduate or graduate students on topics in Criminal Justice (CRMJ), Political Science (POSC) and Sociology (SOC).
6. Evaluate and grade students' class work, laboratory work, assignments, and papers.
7. Collect and analyze data for program and university assessment.
8. Maintain student attendance records, grades, and other required records.
9. Compile, administer, and grade examinations.
10. Initiate, facilitate, and moderate classroom discussions.
11. Advise students on academic and vocational curricula and on career issues, to include internship placements.
12. Develop and use multimedia course materials and other current technology, such as online courses.
13. Perform administrative duties as needed.
14. Collaborate with colleagues to address teaching and research issues.
15. Participate in student recruitment, registration, and placement activities.
16. Collaborate between Tri-Cities and Toppenish, WA.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assist department chair with continual program development.
2. Participate in unit meetings and other university-wide activities/committees.
3. Other duties as outlined in the Faculty Handbook.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Doctorate preferred. ABD , or MA/MS in Criminal Justice or JD or related field will be considered.
2. Training, experience, and interest in Criminal Justice, and/or law and and/or sociology.
3. Strong interpersonal, organizational, and oral and written communication skills.
4. Previous successful work experience with culturally diverse populations a plus.
5. Cope effectively with adversity and demonstrate leadership skills that promote cooperation.
6. Willingness to seek external funding/grants.
7. Bilingual preferred; English/Spanish.