



Position: Assistant/Associate Professor of Criminal Justice and Sociology

Department: Sociology, Social Work and Criminal Justice

Campus: North Manchester

Job Responsibilities and Duties: The Department of Sociology, Social Work, and Criminal Justice invites applications for a full-time, tenure-track position as Assistant/Associate Professor of Criminal Justice and Sociology. Primary responsibilities include teaching undergraduate courses in criminal justice and sociology, with the possibility of other courses in the liberal arts Core, according to faculty interests and department and college needs. Additional responsibilities for the criminal justice program include developing the curriculum, coordinating practicums, assessing student learning, as well as recruiting and advising students. The department seeks a person with a strong commitment to liberal arts education; demonstrated commitment to, and excellence in, undergraduate teaching; and a clear interest in furthering Manchester University's distinctive mission. Doctoral degree in criminology, criminal justice, sociology, or closely related field is required.

This is a full-time tenure track teaching position with additional responsibilities related to the academic program, reporting through the department chair to the Dean of the College of Education and Social Sciences.

Essential Job Functions:

- Teaching, generally twenty-four semester hours per academic year (may include other functions in addition to teaching, such as administrative responsibilities or clinical assignments).
- Maintaining professional effectiveness, which includes but is not limited to: intellectual integrity, professional currency, high quality scholarship, cooperation of all phases of the academic program, and above all, high quality teaching, openness to learn and adopt improved methods of teaching, and a vital dedication to student learning.
- Meeting assigned classes at the scheduled locations and for the scheduled durations
- Directing and attending non-class activities, as appropriate
- Participating in faculty governance, including attending meetings—full faculty, division, department, and committee—and fulfilling attendant responsibilities
- Developing course syllabi
- Administering examinations and assessing student learning
- Working in a professional, collegial and team-oriented manner with the University community
- Maintaining compliance with policies and procedures in the Faculty Manual

Secondary Job functions

- Supporting students' personal and professional development
- Designing curriculum, including new courses, as appropriate
- Coordinating practicums
- Assessing student learning
- Actively participating in student recruitment
- Academic advising
- Maintaining office hours, as appropriate

Qualifications—Education, Experience, Knowledge, Skills, and Abilities

- Doctoral degree in criminology, criminal justice, sociology, or closely related field required
- Knowledge and experience sufficient to enable the candidate to effectively teach courses as assigned in criminal justice and sociology
- Ability to conduct scholarly inquiry and contribute to the knowledge base of the discipline
- Effective presentation skills

- Effective organizational and administrative skills
- Ability to deliver course content effectively and to assist students in understanding course content
- Ability to evaluate student writing and to provide effective feedback
- Ability to communicate effectively orally and in writing with students, faculty, staff, administrators, and community partners
- Ability to adapt to changing teaching and learning environments and content-delivery methods
- Ability to work cooperatively with colleagues, in the best interests of the students
- Ability to prioritize responsibilities, meet deadlines, and respond to students' legitimate needs in a timely manner
- Ability and willingness to work with students of all skill levels and academic backgrounds
- Ability and willingness to perform clerical work for oneself, as necessary
- Basic leadership, budgetary, and supervisory skills
- Proficiency in spoken and written English
- Basic computer proficiency in word processing, spreadsheet, e-mail, and internet use

General Information: Manchester University is an independent, liberal arts university with a campus in North Manchester, Ind., where approximately 1,300 students choose from at least 60 areas of undergraduate study, two master's programs and 21 NCAA Division III varsity sports. Our second campus in Fort Wayne is home to the Manchester University College of Pharmacy, where graduates are awarded the Pharm.D. Doctoral degree.

Manchester has a distinctive commitment to developing respect for ethnic, cultural and religious pluralism and an international consciousness. Manchester University respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition. As an institution rooted in the tradition of the Church of the Brethren, Manchester University values learning, faith, service, integrity, diversity, and community.

Work Schedule: Onsite classes are generally scheduled between 8 AM and 5 PM. Some classes, laboratories, events and/or meetings may be scheduled in the evening or on weekends.

What We Offer: We offer competitive pay and the opportunity to serve in a dynamic educational environment.

Salary Range: \$50,000 - \$65,000

To Apply: We seek a candidate with a commitment to working effectively with students, faculty, and staff from diverse backgrounds. Review of applications will begin immediately and will continue until the position is filled. [Apply online via ADP](#) and submit a cover letter, curriculum vita/resume, teaching philosophy and evidence of effective teaching. Questions can be emailed to [Jenny Steele](#), employment coordinator.

Manchester University is an equal opportunity employer. Applicants who further diversify our faculty and staff are warmly welcome.