

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Assistant or Associate Professor of German and Linguistics **Department:** College of Humanities and Social Sciences, Division of Language & Literature

Charles Swadley 9.13.11 Pam Robinson 9.13.11
Prepared by Date Approved by date

Supervision received: Division Chair for the Division of Language and Literature, and the Dean for the College of Humanities and Social Sciences
By title

Supervision given:
By title(s)

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

The Division of Language and Literature invites applications for a full-time, senior faculty status-track professor who can teach both core and upper-division German courses. A secondary area in applied linguistics (or related field) is desirable.

Essential Functions:

The ideal candidate must demonstrate native or near-native proficiency in German. Teaching duties include beginning and intermediate German courses, and upper-division offerings in literature, language, or culture for German minors and for Multilingual Communications majors; other possible teaching duties include courses in our TESOL minor. Successful candidates will demonstrate the potential to build the German program by generating student interest in both lower- and upper-division courses. Other responsibilities include student advising, departmental duties, and committee assignments.

Qualifications:

Knowledge, Skills, and Abilities:

- Strong commitment to undergraduate teaching in both the required core classes and in the German minor, TESOL minor, and Multilingual Communication major
- Near-native proficiency in spoken and written German
- Expertise in the literature and culture of the German-speaking world
- Understanding of foreign-language pedagogy
- Ability to adapt instruction to a variety of learners
- Willingness and ability to advise students
- Proficiency with commonly-used classroom and office technologies
- Ability to relate well to colleagues within the OBU community and to represent the university to our various constituencies beyond OBU

<i>HR Office only</i>			
___ New	___ Revision: _____	FLSA: _____	IPEDS _____
		Sal/Grd assignment: _____	
PRN(s) _____			

- Ability to carry classroom supplies weighing up to 25 pounds.

Education:

- **Required:** M.A. in German with secondary area in applied linguistics (or related field)
- **Preferred:** Ph.D. in German with secondary area in applied linguistics (or related field). ABD considered.

Experience:

- **Required:** Successful experience teaching German at the secondary or post-secondary level and experience teaching linguistics at the post-secondary level
- **Preferred:** Successful full-time or adjunct experience teaching college-level German and linguistics.

Equipment:

- Computers and projection systems

Special Requirements:

The successful candidate will be able to demonstrate commitment to the ideals of Christian Liberal Arts education and will be an active member of an evangelical congregation.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation* .

Employee signature

Date

Supervisor signature

date

** If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*