

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Assistant or Associate Professor of Spanish **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
By title the Dean for the College of Humanities and Social Sciences

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 Spanish department invites applications for a full-time, tenure-track professor who can teach both core and upper-division Spanish courses.

Essential Functions:

The candidate must demonstrate native or near-native proficiency in Spanish. Teaching duties include beginning and intermediate Spanish courses, and upper-division offerings in literature, language, or culture. Successful candidates will be strong generalists, but preference will be given to candidates with specialties in Peninsular literature. 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 and the major/minor
- Near-native proficiency in spoken and written Spanish
- Expertise in the literature and culture of the Spanish-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
- Ability to carry classroom supplies weighing up to 25 pounds.

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

Education:

- **Required:** M.A. in Spanish
- **Preferred:** Ph.D. in Spanish. ABD considered.

Experience:

- **Required:** Successful experience teaching Spanish at the high school or college level
- **Preferred:** Successful full-time or adjunct experience teaching college-level Spanish

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.*