

# Adjunct Faculty Advisor (potential faculty role)

---

<b>Type of Position:</b>	On-campus, academic administrator, with potential faculty role. One-year, full-time contract position, covering for a maternity leave.
<b>Reports to:</b>	Dean of the College (primary) and Dean of the Seminary (secondary)
<b>Start Date:</b>	October 12, 2021

## Job Purpose Summary

The primary purpose of this position is to provide faculty-level administrative and course development support to adjunct faculty, the Deans of the College and Seminary, and other faculty in the areas of syllabi and rubric creation, LMS management, and academic policy oversight for courses.

This is a one-year contract position covering for a maternity leave. Although our priority is to find someone appropriately qualified to fill the academic administrative responsibilities, depending on the qualifications of the successful candidate and their area of expertise, the position may include the opportunity to teach.

Review of applications will begin immediately and continue until the position is filled.  
Application deadline: August 4, 2021.

## Qualifications

The successful candidate will

- have a master’s degree in a field related to Horizon’s curriculum.
- be strongly committed to [the Evangelical Fellowship of Canada’s statement of faith](#).
- have demonstrated commitment to a local church.
- have excellent written and verbal communication skills.
- have high organizational and relational skills.
- find fulfillment in bringing organizational structure and ensuring tasks are completed with excellence.
- possess basic computer literacy to work with various computing platforms (MS Office, Populi, etc.).
- learn, articulate, and employ Horizon’s distinct Competency-Based Education model.
- be teachable, humble, and committed to advancing Horizon’s mission, vision, and values.

In addition, the candidate may

- have experience with competency-based approaches education.

- have a doctoral degree.
- have experience with academic administration or teaching in a Christian college or seminary.
- have ministry experience in a local church.

## Key Responsibilities

- Support the institution's mission of advancing God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.
- Campus life
  - Participate in college chapels, including the potential to preach once during the year.
  - Disciple and mentor students, including by potentially leading a weekly student Life Group meeting.
  - Participate in regular staff and other committee meetings.
  - Attend the student orientation retreat (September), and the graduation rehearsal, exercises, and banquet.
- Potentially serve as a member of the faculty, with the opportunity to teach.
- Serve as the primary on-campus communication liaison between adjunct faculty and Horizon's students and administration.
- Support adjunct faculty (including adjunct DE faculty) by:
  - Editing syllabi to conform to Horizon's requirements and templates.
  - Updating DE syllabi as needed.
  - Creating assignment rubrics to conform to Horizon's templates (College only).
  - Set up adjunct-taught courses on Populi.
  - Coaching adjunct faculty on Populi usage, application of academic policy, and other issues as needed.
  - Planning course needs with adjunct faculty (e.g., tech, hybrid learning needs).
  - Manage assignment extensions for adjunct faculty, as agreed with adjuncts.
  - Consult with the Dean of the College or Seminary as necessary (e.g., plagiarism, past-term extensions).
  - Send course evaluations to adjunct faculty once courses are finalized.
  - Notify the business office when adjunct course grades are completed, excluding any course extensions.
  - Filling out final course rubrics for adjunct faculty, as agreed with adjuncts.
  - Answering student questions and helping with assignments on behalf of adjunct faculty when able.
  - If it becomes necessary, assist adjunct faculty with some grading.
- Oversee and enforce academic policy for adjunct-taught courses, notably:
  - Tracking student assignment completion.
  - Enforcing Horizon's late assignment policy for students on behalf of adjunct faculty.
  - Track course attendance and inform students who are approaching maximum number of absences.
  - Monitoring adjunct grading and communicating with adjunct faculty to ensure students receive timely feedback.
  - Ensure student submissions and adjunct grading follow Revision Week policy.



- Other
  - Track Past-Term Extensions and Deferrals, prompting course finalization when necessary (college & seminary).
  - Monitor unexcused late assignment reports on Engage (college).
  - Communicating with others on behalf of the VP of Academics as directed.
  - Administering Adjunct Faculty contracts and related documents (e.g. code of conduct, transcripts).
  - Requesting syllabi and textbook choices from all faculty.
  - Post syllabi on the web page and file on the server.
  - Ensuring student course evaluations happen in class or, for modules and DE courses, outside of class.
  - Research for and writing of policy drafts as requested.
  - Maintaining the Faculty Handbook and Adjunct Faculty Handbooks.
  - Maintaining a list of course descriptions, competencies, and learning outcomes (college).
  - Regularly attend and maintain membership in a local church.
  - Other duties, as needed.

## About Horizon College & Seminary

Horizon College & Seminary is an evangelical Christian leadership college, and Canada's first theological college to offer [Competency-Based Education](#) at the undergraduate level. Located in Saskatoon, one of Canada's fastest growing cities, Horizon has entered into multi-denominational partnerships. Anticipating growth, Horizon moved into a new building in Saskatoon in January of 2021.

Horizon is a professional, evangelical-Christian workplace that seeks to advance God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry. Horizon employees share the responsibility to create a workplace that models the professionalism and Christian beliefs, values, and behaviours that are in keeping with Horizon's mission and Code of Conduct.

## Mission

Advancing God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.

## Vision

Horizon College & Seminary is pioneering fresh models of Christian higher education, aiming to be Canada's preeminent, multi-denominational, competency-based Christian leadership college.

## Values

### 1. Dependence

We submit to the Word of God lived out by the power of the Spirit in authentic relationship with Jesus Christ and one another.

## 2. Community

We honour, encourage, challenge, and are accountable to one another as Jesus modeled for us.

## 3. Competency

We aspire always to give our best, serving faithfully with diligence, integrity, and professionalism.

## 4. Development

We invest in intellectual, spiritual, and professional growth.

## Applications

To apply, please submit the following:

- Cover letter
- Curriculum Vitae
- Unofficial copies of transcripts of highest degree obtained
- Reference information: List the names, phone numbers, and email addresses of three or four references. At least one reference should be pastoral and at least one should be academic. References should be able to speak to the applicant's character, spiritual maturity, commitment to a local church, and suitability for serving in this position at Horizon College & Seminary.

Applicants should submit their application package, preferably in PDF format, by email to the attention of Dr. Andrew Gabriel at [assistant@horizon.edu](mailto:assistant@horizon.edu). Please note "Adjunct Faculty Advisor" in the email subject line. **All materials must be received by August 4, 2021** for full consideration. Additional documents may be requested at a later date.

All qualified candidates are invited to apply; however, Canadian citizens and permanent residents of Canada will be given priority.