

Mathematics Instructor

Position Description

Education:

Masters Degree required in Mathematics with a terminal Degree (Ph.D, D.A., or E.D.D.) preferred with emphasis in developmental mathematics, college mathematics, college algebra, and statistics; additional expertise in General Education instruction desired. Graduate work in areas related to Mathematics.

General Qualifications

1. Excellent communication skills in writing, speaking, and presenting.
2. Interacts effectively with students, staff, faculty, and external clients of Methodist College.
3. Ability to use computer systems effectively, including Microsoft programs, Sakai course management system, SMART classroom utilization, and online/electronic communication networks.
4. Possesses a high degree of integrity and commitment to General Education.
5. Proven ability to motivate and inspire career college students.
6. Effectively utilizes diverse pedagogical methods of instruction, including lecture, group collaboration, online tutorials, inquiry-based learning, and individual projects.

Experience:

1. Minimum of two years undergraduate teaching experience in a post-secondary, accredited institution.
2. Ability to instruct developmental and General Education courses in mathematics, statistics, and college algebra.
3. Experience writing curriculum for courses in quantitative reasoning, including thematic courses across the core General Education curriculum.
4. Evidence of academic scholarship (presentations, research studies, publications, etc.)

Reports to:

Dean of Arts and Science

Responsibilities:

1. Develop placement recommendations from testing scores for developmental and college mathematics.
2. Assumes the responsibilities of 24 semester credit hours and accompanying office hours per academic year.
3. Participate in ongoing pedagogy activities utilizing writing-intensive prompts and "Summer Workshops."
4. Supplement Mathematics curriculum with online materials to reinforce student learning.
5. Participate in Methodist College's electronic portfolio project for assessment of student learning.
6. Mentor and collaborate with adjunct faculty in General education science courses.

7. Coordinate with the Center for Student Success and assist with developmental courses (and teach them if assignment allows) and student tutoring/remediation.
8. Provide leadership in departmental and College Faculty Governance committees.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.