



Job Description

Job Title: Part-time Math Professor	
Division/Department: Adult School of Arts and Sciences, CAGS	Location: Main Campus
Reports to: The College of Adult and Graduate School Program Director and Dean	Position Number:

Position Type: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 15-20
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POSITION SUMMARY: The College of Adult and Graduate School at Mid-America Christian University seeks a part-time math faculty member with a passion for teaching undergraduate students.

- ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- Provide quality instruction and feedback for students in the area of Math
 - Actively engage to continually improve teaching practices and curriculum materials
 - Assess student performances of the outcomes of the program and provide data to appropriate stakeholders
 - Meet with students on a regular basis to ensure student learning and persistence
 - Effectively communicate with the Program Director and Chair within program on a regular basis
 - Maintain appropriate records and documents required for courses taught
 - Respond to students, administrators, faculty, and staff in a timely manner
 - Utilize current technologies and incorporate current topics as it relates to course materials
 - Must be available to teach evening classes in a one night a week, three hour format
 - Support the mission and goals of the University

- QUALIFICATIONS:**
- Must possess excellent communication, both oral and written, and organizational skills necessary to the position
 - Must possess excellent relationship skills to work effectively with individuals and groups
 - Prefer multiple years of experience teaching math (at least College Algebra) to undergraduate students

EDUCATION and/or EXPERIENCE: Applicants must have a Master's degree or higher with 18 graduate hours in a math-related field. Faculty must be experienced teaching students from a diverse background and demonstrate strong teaching skills. Prefer applicant with at least 2 years of teaching experience. Faculty members at MACU also serve as a spiritual mentor and are expected to possess an active and mature Christian faith and be involved in a local church.

COMPUTER SKILLS:
Must have knowledge of Microsoft Office applications. D2L software, and knowledge of computer simulations preferred.

PHYSICAL DEMANDS: The physical demands are representative to those required for successful performance in this position.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prepared By: J Hall Prepared Date: 8.24.18	Approved By: Approved Date:
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