



BENNETT COLLEGE

Job Posting

Title: Chair, Dept of Mathematics and Computer Science **Job Code:** 09-1111BBL
Date of Posting: 11/11/09 **Closing Date:** Until Filled
Department: Mathematics & Computer Science
Reports To: Director, Division of Natural and Behavioral Science/Mathematics

GENERAL SUMMARY:

Bennett College seeks to fill the position of Chair of the Department of Mathematics and Computer Sciences. This position requires overseeing two areas: mathematics and computing. The Department Chair has overall responsibility for the operations of the department, including planning and reporting departmental operations, managing departmental budget, evaluating faculty, scheduling courses, and coordinating curriculum review and development. A Ph.D. in mathematics or the computer science / computing areas and eligibility for the rank of at least Associate Professor are required. Research experience with publications and an interest in fostering undergraduate research is also required.

ESSENTIAL JOB FUNCTIONS:

- Managing departmental budget
- Coordinating curriculum review, revision, and development activities
- Representing the department at internal and external meetings and events as necessary
- Course scheduling
- Staffing
- Planning and reporting departmental operations
- Evaluating departmental faculty
- Overseeing majors club activities

KNOWLEDGE, SKILLS, AND ABILITIES:

- Leadership and organizational skills

- Resolving conflicts
- Knowledge of academic procedures and protocol.
- Knowledge in curriculum development
- Ability to work in a diverse environment
- Ability to communicate effectively both orally and in writing
- Strong commitment to serve
- Ability to work collaboratively with faculty, staff, students, administrators and members of the community-at-large
- Knowledge and skills to utilize information technology

EDUCATION AND EXPERIENCE:

- Ph.D. degree in mathematics or computer science/ computing areas
- At least five years teaching experience at the college level
- At least one year of administrative experience at the college level
- Evidence of scholarly productivity including published research articles, presentations at scientific conferences, and grant proposal writing experience.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, salary history (on separate sheet), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 09-1111BBL**.

If available, please submit unofficial transcripts. Official transcripts are required if an offer of employment is made.

You can send your information one of three ways:

Mail to: Human Resources, Bennett College for Women, 900 East Washington Street, Greensboro, NC 27401

Email to: hr@bennett.edu

Fax to: 336-517-2103

Resumes received without the job code and salary history will not be considered.

NO PHONE CALLS PLEASE!

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