



# BENNETT COLLEGE

## Job Posting

**Title:** Assistant Professor of Music

**Date of Posting:** 06/18/18

**Closing Date:** Until Filled

**Job Code:** 18-0618BPS

**Department:** Humanities

**Reports To:** Dept. Chair/Program Coordinator

### **GENERAL SUMMARY:**

Bennett College seeks to fill a full-time Music faculty position. Fulltime faculty members are responsible for teaching a full range of undergraduate courses in Music. Full-time faculty will teach twelve (12) credit hours per semester; maintain a minimum of five (5) office hours per week; and serve on appropriate committees. The faculty member should be able to teach a full range of undergraduate courses in Music (Foundations of Music, Sight Singing and Dictation, Music Theory, Music History, Music Appreciation and African American Music History). Additionally, the Music faculty member is responsible for developing course syllabi; assessing student performance; maintaining accurate attendance and course grading records; and reviewing and assessing the Music program. Faculty members will be active in their own professional development, such as publishing articles, presenting scholarly papers at professional conferences, and participating in academic programs and seminars.

### **ESSENTIAL JOB FUNCTIONS:**

- Teach a maximum of twelve (12) credit hours per semester
- Maintain a minimum of five (5) office hours each week
- Attend Humanities Department, Division, and College Faculty Meetings
- Serve as an academic advisor for undergraduate students
- Represent the Humanities Department at college functions

- Participate in Department and College activities, which may include curriculum development and program review
- Contribution to student growth and development
- Evaluate student performance
- Lead and engage in undergraduate research projects that provide student research training
- Write grants
- Support Humanities Department activities
- Collaborate with school districts and other educational agencies, as appropriate
- Engage in other scholarly and professional development activities
- Perform other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong knowledge base in the discipline of Music
- Strong commitment to teaching, scholarship, and service
- Knowledge of and willingness to utilize instructional technology
- Ability to communicate effectively and work collaboratively with faculty, staff, students, administrators and members of the community-at-large
- Cooperative and team player disposition
- Ability to work in a diverse environment
- Excellent writing skills
- Excellent oral communication skills

### **EDUCATION AND EXPERIENCE:**

- Doctorate Degree in Music or related area for Assistant Professor rank
- Teaching experience at the college level, or practical experience in the discipline
- Evidence of scholarship potential (e.g., published articles, conference presentations and grant writing experience)

### **HOW TO APPLY:**

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter

- resume
- application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - reference Job Code **18-0618BPS**
- list of three to five work references including name, address, telephone number and email address
- unofficial transcripts from every college and university attended
  - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED**

**Applicant packets must be received ONLY by email at:**  
[hr@bennett.edu](mailto:hr@bennett.edu)

**NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.