



BENNETT COLLEGE

Job Posting

Title: Assistant Professor of Mathematics

Date of Posting: 02/15/18

Closing Date: Until Filled

Job Code: 18-0215BAR

Department: Mathematics & Computer Science

Reports To: Department Chair of Mathematics & Computer Science

GENERAL SUMMARY:

Bennett College seeks to fill a full-time Mathematics faculty position. Full-time faculty members are responsible for teaching a full range of undergraduate courses in Mathematics. 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. 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 Math/CS Department, Division, and College Faculty Meetings
- Serve as an academic advisor for undergraduate students
- Represent the Math/CS 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 Math/CS Club 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 mathematical sciences
- 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 Mathematics or related area for Assistant Professor rank
- Teaching experience at the college level, or practical experience in the discipline
- Evidence of scientific productivity and scholarship potential (e.g., published technical articles, presented at scientific conferences, and grant writing experience)

NOTE: Master's degree in Mathematics or related area for Instructor rank

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)
 - reference Job Code **18-0215BAR**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)

- 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

Resumes received without the job code will not be considered.

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.