



Position: Adjunct in Mathematics

Department: Mathematics and Computer Science

Position Summary:

The Department of Mathematics and Computer Science at North Greenville University is taking applications for an adjunct instructor in Mathematics beginning January 2020. The instructor must be willing to teach developmental and freshman-level mathematics courses.

Responsibilities

- Instruct classes as assigned
- Prepare for classes by organizing and becoming familiar with student material
- Prepare lesson plans and course material as required
- Effectively organize and present subject matter to students
- Objectively assess students for academic performance
- Ensure security of assessment tools and confidential documentation
- Effectively utilize Blackboard learning management system
- Appropriately maintain student records, grades, and attendance to ensure accuracy
- Meet all university deadlines for syllabi and grade submission

Qualifications

- Master's Degree in mathematics from an accredited four-year institution preferred with consideration being given to individuals with a Master's degree in a closely related field with 18 graduate hours in mathematics
- Verifiable prior teaching experience preferred
- Understand and comply with FERPA regulations
- Supports NGU's mission statement and core values, commitment to a Christian lifestyle and character in keeping with a biblical model



Physical Requirements

- Visual Abilities: Read reports, create presentations and use a computer system.
- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, Grasping, Feeling, Write, type and use the telephone, copier, and computer systems.
- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, Pulling, Pushing: Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Working Relationships

This position is a part-time position in the Mathematics and Computer Science Department. Mathematics adjuncts first report to the Mathematics Department Chair, followed by the Associate Dean of the School of Science and Mathematics.

Travel

There are no outside travel responsibilities with this position; however, all adjuncts are expected to be able to travel to campus for all class sessions and occasional departmental and faculty meetings

This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.