

**Position Title: Instructor, Mathematics (full time, tenure track)**

Classification: Faculty Department: Mathematics and Science

**RESPONSIBILITIES include but are not limited to the following:**

1. Teach Mathematics and related subjects in accordance with College policies and procedures in a variety of instructional settings
2. Participate in instructional delivery and design training and other professional development activities
3. Develop curriculum and prepare course materials
4. Use effective teaching methodologies and provide useful feedback to students on assignments and discussions
5. Demonstrate sensitivity to a diverse population
6. Maintain office hours; participate cooperatively in department and institutional meetings and committees
7. Mentor Mathematics adjunct faculty

**Minimum Qualifications:**

1. Master's Degree in Mathematics, Mathematics Education or a related field - at the time of application
2. Minimum two years successful teaching experience in an educational setting

**Evidence of the following is beneficial:**

1. Two years community college teaching experience
2. Additional coursework and teaching experience in statistics.
3. Additional discipline studies in Mathematics Education
4. Demonstrated teamwork capabilities
5. Experience working with a diverse population
6. Demonstrated commitment to lifelong learning and the future of higher education
7. Demonstrated knowledge of instructional technology and current instructional design theory
8. Experience in learner-centered instruction
9. Professional or community experience in related academic disciplines

**Proposed Salary:** According to the faculty salary schedule, commensurate with education and experience

**Required Applicant Documents:** Resume, Cover Letter, Unofficial Transcripts

**Special Instructions to Applicants:** This position is open to internal and external applicants. To be considered, **all required materials must be submitted no later than Thursday, October 20, 2011, at 12:00 p.m. ET.** It is the responsibility of the applicant to make sure all required materials are submitted by the closing date and time. Paper materials cannot be accepted and will be returned to the applicant. Materials will not be accepted after the closing date and time.

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Kellogg Community College does not accept paper application materials for any posted vacancy. The application process involves two important steps:

1. completing and saving your online application and
2. submitting an online application and attached documents to be considered for advertised positions.

If you have questions regarding our online application process, please call 269 565-2074 or e-mail [hr@kellogg.edu](mailto:hr@kellogg.edu).

**Hire Date: January 2012**

External Posting Date: 09-28-2011

External Closing Date: 10-20-2011