

TITLE: Assistant Professor of Mathematics, Tenure-Track
DEPARTMENT/DIVISION: Math, Science and Engineering Department Division
REPORTS TO: Math, Science and Engineering Division Chair
CLASSIFICATION: Full-Time Faculty

POSITION SUMMARY

The Assistant Professor of Mathematics is a full-time, tenure-track position within the Math Science & Engineering Division. The position requires an innovative mathematics educator who is committed to student success as shown through student engagement and completion. The candidate will possess a minimum of a Master's degree and 18 hours of graduate study in mathematics or a closely related discipline. The chosen candidate will be expected to teach courses following the course syllabus, the mission of the college, and college policies and procedures while also maintaining attendance records, grading student work, and submitting student grades in a timely manner. The position typically requires at least a 35-hour work week which includes a course load of 15 hours per semester and a minimum of 10 office hours a week. In addition to these responsibilities, the instructor will be expected to perform related duties such as serving on campus committees, some supervision of the Math Lab and Math Lab tutors, advising students, serving as an ambassador for the Mathematics degree program, and in time, mentoring other faculty members. Assignments may include day, night, and possibly week-end assignments in classrooms, on/off-site, using Zoom or online delivery systems. The position reports to the Math, Science and Engineering Division Chair.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.
- Provide timely opportunities for student consultation through office hours and the campus computer network.
- Utilize the SSC learning management system for each course including, but not limited to, the posting of syllabi, grades, attendance, and communication with students.
- Participate in choosing curriculum through textbook selection and research of other instructional material for classroom instruction enhancement, and assist with curriculum development, implementation, and revision.

- Actively support the chosen curriculum by using the chosen material, sharing ideas implemented for classroom instruction enhancement, and participating in the use of course shared material if deemed suitable for the particular class.
- Serve as an ambassador for the Mathematics degree program to prospective and current students.
- Represent the college and the division through participation in division, campus, community, and professional activities.
- Serve as a student advisor as assigned.
- Attend division, department, and program meetings.
- Learn and adhere to Seminole State College policies and procedures. Submit required forms and reports, i.e. leave, course embedded assessment, and grades within the prescribed timeframe.
- Participate regularly in professional development activities including, but not limited to, Fall In-Service.
- Attend and participate in Faculty Senate as teaching schedule allows.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide supervisor current contact information (email and cell and/or home telephone).
- Regularly check and respond to all email and voicemail in a timely manner.
- Assist in student recruitment.
- Communicate with division chair and secretary prior to or at the earliest possible opportunity regarding classroom plans for an absence.
- Actively participate in community activities, organizations, or services within the five county service area.
- Participate in the tenure application process.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Candidate must have at least a Master's degree with a minimum of 18 hours of graduate-level coursework in the field to be taught. Preference awarded to candidates with a Ph.D. or a Master's degree in the field to be taught.
- Faculty should be knowledgeable in the use of Microsoft Office (proficient with PowerPoint and Word) and have a working knowledge of instructional technology including the current learning management system.
- Faculty are expected to belong to professional organizations, and to actively attend and are encouraged to present at professional conferences within the discipline.
- Faculty must have a working home phone or cell number with voice mail or email in the event division chair or other administrators needs to contact the faculty member beyond the scheduled work hours for emergencies.

Application review will begin immediately. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please send letter of application, resume, copies of all academic transcripts, and three professional letters of recommendation to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

and/or

Email: hr@sscok.edu

*SSC is an AA/EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

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