



## JOB DESCRIPTION

**TITLE: Adjunct Mathematics Faculty**

**COLLEGE:** Arts and Sciences

**DATE PREPARED:** June 17, 2019

**REPORTS TO:** Mathematics Program Chair

**FLSA:** Exempt

### POSITION SUMMARY:

The position has primary responsibilities for teaching undergraduate mathematics courses.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represent Heritage University in a positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other customers of our services. Learn and use operating practices of the Mathematics & Computer Science Department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Teach mathematics courses consistent with the applicant's areas of expertise as identified by the chair. Develop curricula & teaching materials as necessary.
4. Effectively and willingly use and incorporate technology into the classroom.
5. Handle confidential information with tact, discretion, and in compliance with FERPA regulations.
6. Collaborate with other mathematics faculty to ensure that a consistent and quality education is delivered to Heritage University students.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. College teaching experience preferred.
2. Ability to effectively teach pre-college and undergraduate mathematics courses.
3. Skill in using technology as a management, assessment, and teaching tool.
4. Experience in teaching diverse or under-prepared student populations is preferred.
5. Excellent written, verbal, and interpersonal communication skills.
6. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.

Minimum Qualifications: Master's degree in mathematics or mathematics education is preferred or a Master's degree in a related discipline with strong mathematics preparation, typically at least 18 earned credits of graduate-level mathematics.

### **APPLICATION INFORMATION**

Interested applicants should submit a Letter of Interest, CV/Résumé, Transcripts (unofficial copies acceptable for initial screening), and a List of References (names, addresses & phone numbers of 3-5 current professional references) to:

[Humanresources@heritage.edu](mailto:Humanresources@heritage.edu)

OR

Heritage University Human Resources Office  
3240 Fort Road  
Toppenish, WA 98948