



## JOB DESCRIPTION

### TITLE: **Mathematics Faculty**

**COLLEGE:** Arts and Sciences

**DATE PREPARED:** April, 2021

**REPORTS TO:** Mathematics Program Chair

**FLSA:** Exempt (Term 10.5 Month Contract)

#### **POSITION SUMMARY:**

The position has primary responsibilities for teaching undergraduate and developmental mathematics courses. Faculty will attend university meetings as required and maintain an active program of professional development.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represent Heritage University in the most 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 department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Work collaboratively with other faculty to develop curricula and teaching materials.
4. Teach developmental and undergraduate mathematics to a diverse population of students.
5. Effectively and willingly use and incorporate technology into the classroom.
6. Handle confidential information with tact, discretion and in compliance with FERPA regulations.
7. Collaborate with other mathematics faculty to ensure that a consistent and quality mathematics education is delivered to Heritage University students.
8. Provide academic assistance to students in the mathematics program outside of normal class hours and demonstrate a willingness to work with and motivate these students, such as club sponsorship, supervision of independent projects and development of workshops to better prepare students for academic success.

#### **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.
7. Experience with grant writing preferred.
8. Experience overseeing undergraduate research is preferred.

Minimum Qualifications: A Ph.D. in mathematics or closely related field and a strong commitment to quality teaching and scholarly activities involving undergraduates is preferred.

#### **APPLICATION INFORMATION AND DEADLINE:** Applications should include a

- Cover letter
- Vitae/resume
- Transcripts (copies acceptable for initial screening)
- List of References (names, addresses, & phone numbers of 3-5 current professional references)

Review of applications will begin immediately and will continue until the position is filled.

**To apply, please email application material to:** Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948