



JOB TITLE: Assistant Professor of Mathematics

REPORTS TO: Math/Science Division Coordinator and Dean of Academic Affairs

DEPARTMENT: Math/Science Division of Academic Affairs

START DATE: January 1, 2023

CLASSIFICATION: Full-Time Faculty

SALARY: TBD

General Function: Face-to-Face Teaching and Online Teaching

The ideal candidate will be able to teach mathematics at an associate degree level. The successful applicant will have a Doctorate or Master's degree from an accredited institution in mathematics or a related field applicable to mathematics.

Andrew College faculty is expected to understand, promote, and support the mission of the College. Faculty will:

- Provide classroom face-to-face instruction and online instruction for all college level courses.
- Develop assigned course syllabi to reflect Andrew College's philosophy, theoretical constructs, course description, and objectives and curriculum in conjunction with the Math/Science Division Coordinator
- Utilize a variety of teaching methods to accommodate the learning styles of students
- Maintain a Canvas shell for all courses, online and on-campus
- Provide opportunities for active student involvement through practice and application
- Model and encourage a collaborative faculty-student relationship
- Advise and mentor students
- Participate in developing programs, evaluating and revising student policies, organizational framework, revising curricular offerings and other duties as needed
- Promote and collaborate with intensive academic support programs of the College
- Serve as a collaborative member of College faculty
- Follow the *Faculty & Advising Handbook* and *Andrew College Policies and Procedures Handbook*

Minimum Requirements:

- Doctorate or Master's degree in mathematics or a related field or a graduate degree and 18 hours in mathematics from an accredited institution
- Three to five years teaching experience preferred.
- Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

Working Conditions:

Office and classroom environment with minimum lifting (25 pounds) required.

Flexible teaching and office hours that may include late afternoons, early evenings, weekends.

Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a letter of interest, curriculum vitae, unofficial transcript(s), statement of teaching philosophy & three references with telephone numbers to:

<https://www.andrewcollege.edu/employment-opportunities/>

Jennifer Mitchell, Director of Human Resources hr@andrewcollege.edu

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin or disability in its employment policies.