

Instructor of Mathematics (Ref: CAS-MATH 2018-19)

Summary: Queens University of Charlotte and the College of Arts and Sciences invite applications for an Instructor of Mathematics. This is a full-time, one-year appointment, which begins August 2018. We seek a passionate educator who will thrive in a dynamic liberal arts environment. Teaching responsibilities include a variety of mathematics courses at the introductory undergraduate level. A typical course load is 12 credit hours (three 4-credit courses) per semester. Although most classes will be offered during daytime hours, there is the potential to teach in the evening.

Review of applications will continue until position is filled; priority given to those submitted prior to **August 7, 2018**.

Non-Essential Duties

- Other duties may be assigned as needed to meet department, college, and university goals

Experience, Knowledge and Skills Required

- Master's degree in Mathematics, Mathematics Education or a related field
- Excellent oral communication skills and evidence of high-quality teaching effectiveness in undergraduate education
- An enthusiasm for teaching mathematics to non-majors in a liberal arts environment, including cooperative learning communities, is required.
- Prior undergraduate-level teaching experience
- Ability to work with both traditional aged as well as adult learners, and possess the ability to connect with students at all levels of proficiency, from math lovers to math-phobics
- Experience with advising, academic support services and student diversity preferred
- Demonstrated skills in student engagement, faculty development, planning and evaluation, and student and faculty mentoring preferred

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems – 75-100% of the time
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus – 75-100% of the time
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-74% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Work in office environment, involving contact with faculty, staff, students, parents, service providers and vendors

Queens values campus diversity and demonstrates this in campus initiatives; we particularly encourage members of historically under-represented groups to apply. Only candidates who best match requirements of job will be contacted. The position will be removed from the website once an offer is extended and accepted, or when a sufficient candidate pool is identified. The review of applications will begin immediately, and will continue until a successful candidate is selected. Due to limited staff resources, phone calls cannot be accepted or returned.

Application Process

Qualified candidates should submit via email to academicjobs@queens.edu all of the following in (.doc) or (.pdf) format:

1. a letter of interest,
2. current resume or curriculum vitae,
3. statement of teaching philosophy (one page)
4. contact information on three professional references.

Be sure to include “**REF: CAS-MATH 2018-19**” and **YOUR NAME** in your email Subject Line.
(**Example:** REF: CAS-MATH 2018-19, Shawn Mullin)

Additional information

Queens is a private, co-ed, Presbyterian-affiliated University with 2,500 undergraduate and graduate students. It operates the College of Arts and Sciences, the McColl School of Business, the Wayland H. Cato Jr. School of Education, the James L. Knight School of Communication, and the Andrew Blair College of Health, and the Presbyterian School of Nursing.

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.



Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2297.