

Instructor of Mathematics (Ref: CAS-MATH 2020-21)

Summary: The Department of Mathematics and Physics at Queens University of Charlotte is interested in hiring a team-member for a full-time, non-tenure track position in the Mathematics program. The qualified candidate must have at least a master's degree in Mathematics, Mathematics Education, Statistics, or related field. An enthusiasm for teaching mathematics to non-majors in a liberal arts environment, including cooperative learning communities, is required. A typical course load is 12 credit hours (three 4-credit courses or four 3-credit courses) per semester. Typical courses include algebra and statistics-based courses for various university programs, as well as courses required for the students in the major. This is an annual, recurring, appointment. 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 **March 31, 2020**.

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, Statistics 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 20 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 classroom and office environment, involving contact with faculty, staff, students, parents, service providers and vendors
- Work has deadlines, multiple interruptions, high volume and may be stressful at times

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 hr@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 2020-21**” and **YOUR NAME** in your email Subject Line.
(**Example:** REF: CAS-MATH 2020-21 Shawn Mullin)

Additional information

Located in the heart of the nation’s second fastest growing metropolitan area, Queens University of Charlotte leverages the city’s diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

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, 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), 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 704.337.2222.