



**WILLIAM JESSUP
UNIVERSITY**

JOB TITLE: Professor of Mathematics
DEPARTMENTS: Mathematics and Science
DIVISION: Natural and Applied Sciences
SUPERVISOR: Mathematics and Science Department Chair

POSITION DESCRIPTION:

The Department of Mathematics and Science at William Jessup University invites applications for a full time Assistant or Associate Professor beginning Fall 2014. This position will report to the Mathematics and Science Chair.

ESSENTIAL FUNCTIONS:

1. Model a vibrant, active relationship with Christ.
2. Teach four mathematics and/or statistics courses per term (8 courses per year) as an included duty of position. Teaching responsibilities may include preparing and delivering lectures, leading classroom discussions, and maintaining an online presence.
3. Plan, coordinate, and implement curriculum development and revision for mathematics degree programs and general education mathematics courses.
4. Serve as a committee member for up to two standing committees as designated.
5. Conduct research in field of interest and publish findings in journals or textbooks.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS/EXPERIENCE:

- Doctoral Degree or equivalent in the Mathematical Sciences is required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated excellence as an instructor valued by students for quality instruction and course management practices
- Strong writing and curriculum development skills
- Excellent interpersonal skills including communication, collaboration, mentoring and coaching
- Willingness and ability to work within a team environment
- Ability to use Microsoft Office tools including: Word, Outlook, Excel, PowerPoint, and Other software programs commonly used in a professional setting
- Experience with mathematical and statistical software, e.g. Mathematica, SPSS, Matlab.
- Understanding and ability to incorporate alternative technological tools such as Moodle, Skype or other programs utilized in on-line or blended course delivery systems

Salary:

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

PENDING AVAILABLE FUNDING

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. There are no hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date

PENDING AVAILABLE FUNDING