



**POSITION DESCRIPTION**

Eastern West Virginia Community and Technical College, a public, state supported comprehensive institution, serving the six-county district (Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

**Math Instructor/Faculty**

<b>Position Title:</b> Math Instructor/Faculty	<b>FLSA Status:</b> Exempt	<b>Last Revision Date:</b> 08/19/2021
<b>Division:</b> Academics	<b>Location:</b> Main Campus	<b>Reports to:</b> Division Chair for General Studies
<b>Pay Grade/Salary:</b> \$38,000-\$42,000 annually	<b>Classification:</b> Full-Time Faculty	<b>Position Number:</b>

**Position:** 10 Month, Non-Tenure Faculty, Benefits

**Location:** Moorefield, WV

**Overall Faculty Responsibilities:** While primary responsibilities include teaching and assessing learning; institutional service; advising; and professional development, the College seeks to break the frame that traditionally surrounds faculty assignments, especially since academic needs vary in small community and technical colleges. As such, Full-Time Faculty are expected to perform the following responsibilities:

- Utilize various technologies (i.e., Blackboard, VDL) in the classroom for distance delivery of instruction
- Serve on committees and advise students
- Work effectively with others as part of an education team
- Write and update curricula including course outlines and syllabi
- Teach 30 credit hours per academic year unless otherwise noted (may include evening, weekend or off-campus classes)
- Maintain at least 8-10 office hours per week
- Integrate learning outcome assessment techniques in their instructional planning, curriculum design, and teaching activities
- Submit course-level assessment reports and program reviews when needed
- Apply technology to the teaching and learning process
- Deliver instruction in a variety of formats
- Thrive in cross-functional roles
- Collaborate in flexible, imaginative problem solving
- Make data-driven decisions
- Integrate interdisciplinary and global perspectives into their methodology
- Complete and organize professional development activities
- Create experiential learning opportunities and assessment techniques
- Mentor new full-time and adjunct faculty
- Design, format, and deliver curriculum for synchronous and asynchronous learning
- train and consult for Workforce initiatives
- Communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with others
- Utilize student management systems (i.e., Banner)
- Effectively use Microsoft Office products including Microsoft Outlook, Word, Excel, and PowerPoint
- Recruit students throughout the six county district and improve break-even analysis metrics in instructor’s specific discipline
- Identify training needs and recommend appropriate professional development activities

- Participate in co-curricular activities and attend graduation

**Specific Job Responsibilities:**

- Overall development, coordination, implementation and scheduling in the area of math
- Maintain and revise Master Course Records, syllabi and materials as necessary for math courses including transitional classes
- Collect data, analyze and report on student performance in math classes, including transitional classes
- Teach 30 credit hours per academic year (fall, spring, and summer)
- Maintain competency and currency in the subject as well as in teaching methods and assessment practices
- Recruit, mentor, evaluate and schedule adjunct math faculty and teaching assistants for math courses
- Coordinate and implement appropriate instructional technology software/hardware for course delivery
- Prepare preliminary class schedule and recommend to the Division Chair for General Studies appropriate adjunct faculty qualified to teach in math

**Qualifications:**

- A Master's degree in Math or a Master's degree in any field plus an additional 18 credit hours in Math
- Experience teaching at college level and implementing curricula for math courses and transitional classes; prior experience in instructional technology software/hardware implementation
- Some travel required throughout the College's service district. Responsibilities require availability and willingness to work flexible schedule hours, including day, evenings and weekends if required to meet program needs of students
- Willingness and ability to work with varied levels of abilities and a diverse population
- Effective communication skills, both written and verbal
- Ability to analyze data and recommend modification to courses and programs for continuous improvement

Salary will be commensurate with education and experience plus full and highly competitive benefits package. Retirement plan options include TIAA-CREF.

**Closing Date:** Search will remain open until position is filled.

**IMPORTANT:** Please submit a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position, a current resume, three (3) professional references (names, addresses, e-mail, and phone numbers), official transcripts and a completed Eastern application found at [https://easternwv.edu/wp-content/uploads/Application\\_for\\_Employment\\_011812wb.pdf](https://easternwv.edu/wp-content/uploads/Application_for_Employment_011812wb.pdf) to:

Human Resource Office  
Eastern WV Community & Technical College  
316 Eastern Drive  
Moorefield, WV 26836  
careers@easternwv.edu

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**