

WILBERFORCE UNIVERSITY



Wilberforce, Ohio 45384

Job Posting

Posting Date: January 4, 2009

Closing Date: Open Until Filled

**First Year Enrichment Program
Temporary Full-Time Math Faculty Position**

POSITION DESCRIPTION: Temporary full-time (two semesters, non-tenure track, no benefits) Faculty position in the First Year Enrichment program starting Spring 2010, to teach 12 credit hours this semester of a Basic Mathematics course which will help students improve their arithmetic skills as well as their ability to solve applications of arithmetic. Subject areas are addition, subtraction, multiplication, and division of whole numbers, fractions, decimals and integers. Work hours will consist of 8:00am to 5:00pm Monday through Friday, though evening, weekend hours may be necessary based upon the developmental needs of students. The total of 32.50 hours per week will be inclusive of (Teaching, Lab, Office and Programmatic hours).

QUALIFICATIONS: Earned Master's degree in Mathematics, Mathematics Education from a reputed institution of higher education strongly preferred, with demonstrated developmental education experience and Two years of teaching experience required. Experience teaching students with learning disabilities preferred. College teaching experience preferred. Working knowledge of developmental education philosophy and current teaching methods required. Experience working with students of color and diverse populations is preferred.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Prepare and teach assigned courses in accordance with course outlines and published course schedule.
- Maintain accurate records for each course taught as well as for the P.A.S.S. Tutorial labs.
- Work and maintain Math Lab hours.
- Prepare, review, and update course outlines on a regular basis.
- Help develop and support math-based activities, software, workshops, and materials for the Tutorial lab and program.
- Keep regular posted office hours in accordance to the FYE policy.
- Submit all reports on time.
- Attend all departmental and divisional meetings as scheduled.
- Establish and maintain effective working relationships with students, faculty, staff and others.
- Will assist with programmatic endeavors, activities, and services for the program.
- Perform other duties as assigned by the Director.

APPLICATION: Applications must be received by December 31, 2009. The Search Committee will begin reviewing applications as soon as possible and will continue until the position is filled. Qualified applicants should apply online at <http://www.wilberforce.edu>; click on Jobs @ Wilberforce. Application materials should include a cover letter of application, curriculum vitae, and three letters of recommendation.

THE UNIVERSITY: Founded in 1856 as America's first private black college by leaders of the African Methodist Episcopal Church, Wilberforce University is a private co-educational, liberal arts institution predominately serving African-American students. The modern campus is located in a very accessible rural setting in southwestern Ohio close to the urban centers of Dayton, Columbus, and Cincinnati. The University awards the Bachelor of Arts and the Bachelor of Science degrees. Majors are offered in the areas of business, engineering and computing science, humanities, natural sciences, and social sciences. The University also offers a mandatory cooperative education program and integrated service learning in selected courses.

