

Arizona Christian University
Position Description – Instructor, Mathematics

Position Title:	Instructor, Mathematics	Date Updated:	July 1, 2016
Reports to:	Academic Dean	Department:	Academic
Direct Reports (if any):		FSLA Status:	Exempt
Position Summary:			
Arizona Christian University invites applications for a full-time, Mathematics Instructor, position beginning Fall, 2016 (or as negotiated with department). The Instructor's primary duty is to teach, supervise and direct the Mathematics courses of Arizona Christian University.			
Prerequisite Qualifications:			
<ul style="list-style-type: none"> A. Minimum Master's in Mathematics. B. A minimum of three years of higher education teaching experience C. Experience in forming, scheduling and staffing courses. D. Excellent interpersonal skills with ability to work both independently and as part of a team E. Strong written and oral presentation skills. F. Strong organizational skills. G. Evidence of Christian commitment with an interest in and ability to integrate faith and learning. 			
Duties, Tasks, Responsibilities (List as many categories as necessary):			
<ul style="list-style-type: none"> A. Supervise, Interview, Vet, Hire and Evaluate Mathematics Faculty and adjuncts. B. Develop semester class is offering schedule. C. Manage Mathematics courses assessment plan. D. Supervision and instruction of students in the classroom. E. Teaching a minimum of 12 credit hours per semester F. Evaluation of subject matter taught and maintenance of student records G. Preparation and grading of exams H. Developing and enhancing knowledge and teaching skills of the respective discipline through attendance at conferences, seminars, and/or workshops. I. Maintaining office hours to advise and assist students J. Other duties as assigned by the Dean and Department Chair 			
Working Conditions:			
<ul style="list-style-type: none"> A. Required to teach and hold office hours during the day, afternoon, evening sessions. B. Travel may be necessary. C. Requires the ability to read, write, see, hear, and speak clearly. D. Requires the capacity to stand, walk, or sit for extended periods of time. E. May be necessary to lift objects weighing up to 20 pounds. 			
Salary: Commensurate with qualifications and experience			
University Description: ACU exists to provide education for both full-time Christian workers and Christians who work in various professions. Christians may have different vocations, but are working to glorify our Lord Jesus Christ. This emphasis makes ACU more than just a place to get a higher education degree. What happens on this campus community is discovery—of ideas, of oneself, of life, and most importantly, of God and His will. The campus of Arizona Christian University is located in the scenic Paradise Valley area twelve miles north of downtown Phoenix. The setting is a valley surrounded by picturesque mountains in the midst of the distinctive semi-arid environment of Arizona.			
To apply: Applicants must subscribe to a statement of Christian faith. Send a letter of application, vita, transcripts, personal statement of faith, statement of teaching and advising philosophies, and the names of three professional references (with email addresses and telephone numbers) by mail or e-mail to:			
Nancy Stocking Human Resources Office			

Arizona Christian University
2625 East Cactus Road
Phoenix, AZ 85032
nancy.stocking@arizonachristin.edu

Inquiries may be sent to nancy.stocking@arizonachristian.edu Arizona Christian University is an equal opportunity employer and does not discriminate on the basis of gender, race, national or ethnic origin, handicaps, or age.

Deadline: Screening will begin immediately and continue until the position is filled.

Job Description Approved by: Dean of Academic Affairs

Date: June 1, 2016