

ILISAGVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: March 13, 2017
Closing Date: Until Filled

POSITION: Instructor/Asst. Professor - Mathematics
LOCATION: Barrow, Alaska
REPORTS TO: Dean of Academic Affairs
WORK SCHEDULE: Hours may vary
COMPENSATION: \$64,032.56 – \$84,762.84 DOE + Benefits Exempt Position

JOB DESCRIPTION: Develops and teaches Mathematics courses at both the developmental and community college level (Devotes approximately 50% time to each.); Actively assists students to become successful learners and provides individual assistance; Works actively with students to help strengthen their knowledge and abilities; Individualizes approach to instruction to accommodate students' learning styles and abilities; Engages in the preparation of materials and the delivery of courses in distance delivery modes; Participates in the development of curriculum to include interdisciplinary course development; maintains updated instructional materials, course outlines, and syllabi; Completes reports and presentations as requested or required; Actively participates in Foundational Studies departmental meetings and services Develops and revises course materials to assure students are meeting the programs' stated outcomes; Engages constructively in annual assessment of program outcomes; Evaluates student performance and submits appropriate grades and reports; Monitors degree and certificate programs and works with other faculty to make changes as appropriate; Serves as student advisor; Maintains office hours and actively participates in College and community service activities, including serving on committees and task forces, participating in College activities, curriculum planning, professional development, and other faculty-related activities; Coordinates schedules for, provides training and support to mathematics adjunct instructors; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Performs other related duties as assigned.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING):

Instructor Level: Master's degree or equivalent in Mathematics or other relevant discipline.

Assistant Professor Level: Master's degree or equivalent in Mathematics or other relevant discipline AND two years of post-secondary teaching experience.

Both Levels: Strong oral, written, interpersonal, and presentation communication skills; Demonstrated ability to interact effectively in a multicultural environment; Demonstrated computer skills in Microsoft Word and Excel; Prior curriculum development experience; Ability to travel periodically, including occasional travel in small aircraft; Ability to pass a pre-employment background check; Demonstrated experience and knowledge of computer applications; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Doctorate degree or equivalent; Demonstrated professional teaching experience in a post-secondary environment; Demonstrated professional teaching experience with distance delivery methods; Previous cross-cultural or multicultural work experience; Demonstrated rural Alaska work experience; Familiarity with college math placement exams; Valid driver's license; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Iisagvik College is a Drug Free Work Place and Equal Opportunity Employer-