



Savannah Technical College

**Adjunct Mathematics Instructor - Job Number: EDU005J**

Job Posting: Dec 4, 2015

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah Other Locations: GA-Chatham-Pooler, GA-Effingham-Rincon, GA-Liberty-Hinesville

Job: Education

Shift: Variable

**Description:**

Savannah Technical College seeks part-time, Adjunct Mathematics Instructors. Positions are primarily based at the Savannah and Liberty Campuses, but may require split teaching responsibilities between other campuses.

Typical responsibilities include, but are not limited to:

- Instructing students, developing program and syllabi, goals and objectives
- Evaluating students' progress in attaining goals and objectives
- Ensuring student learning outcomes are attained and properly recorded
- Preparing and maintaining all required documentation and administrative reports
- Maintaining knowledge of current trends and developments in the field by attending staff development training, workshops, seminars and conferences
- Ensuring safety and security requirements are met in the classroom area
- Meeting with students, staff members, and other educators to discuss students' instructional programs and other issues impacting the progress of students

Duties include a flexible schedule of lecture, which may include morning, afternoon, and/or evening hours. Must be willing to work split teaching shifts and split teaching days.

**Required Qualifications:**

- Master's degree in Mathematics or a Master's degree with 18 graduate semester hours in Mathematics from a regionally accredited institution.
- A minimum of 12 months documented experience in teaching mathematics and algebra courses at a regionally accredited postsecondary institution.
- Excellent leadership, human-relations, interpersonal skills, and strong verbal and written communication skills.
- Proficient in the use of MS Office, particularly Word, Excel, and Outlook.

**Preferred Qualifications:**

- Prefer three years' of full-time, paid postsecondary teaching experience
- Proficient in the use of Banner
- Active participation in appropriate professional/occupational organizations

**Physical Demands:**

Work is typically performed in a classroom environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects. Full range of hand and finger motion may be utilized for data entry purposes.

**Salary/Benefits:**

Salary is commensurate with education and work experience

**Application Deadline:**

Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit an electronic application through [Team Georgia Careers](#), and attach cover letter and resume (incomplete submissions will not be considered). Please include your annual salary for each position held.

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

**Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). [Invitation to Self-Identify](#) For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, [mbanks@savannahtech.edu](mailto:mbanks@savannahtech.edu). Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405. STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.