

 **Assistant or Associate Professor – Chemistry**

 **Academic Affairs**

**REPORT TO:** Chair, Natural Sciences, and Mathematics

**E CLASS:** FT 10 Month

**FLSA:** Exempt

**PURPOSE:**

The Division of Natural Sciences and Mathematics invites applications for the position of Assistant or Associate Professor of Chemistry to fill a 10-month tenure-track faculty position to begin in August 2022. The position is for teaching undergraduate chemistry courses from general chemistry to organic chemistry. The appointment is 4 -5 (3hr) courses a semester. Responsibilities include teaching, academic advising, maintaining office hours (10 hours per week), serving on assigned committees, professional development, attendance, and/or participation in conferences, including preparing and presenting papers, and serving as faculty advisor to student organizations as requested.

**PREFERRED QUALIFICATIONS:**

* Master's degree in Chemistry or a Master's degree in a related field with a minimum of 18 semesters or 30 graduate hours in Chemistry from a regionally accredited college or university.
* Experience teaching at the undergraduate level.
* Experience using Blackboard or Canvas platform desired.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

* Teaching,
* Academic advising,
* Maintaining office hours (10 hours per week),
* Actively serving on assigned committees,
* Attending professional development,
* Taking timely attendance,
* Participating in conferences, including preparing and presenting papers, and
* Serving as faculty advisor to student organizations as requested

**KNOWLEDGE, SKILLS & ABILITIES:**

* Thorough knowledge of preparing reports and other types of correspondence.
* Thorough knowledge of learning management systems, including canvass, blackboard, etc.
* Thorough knowledge of computer operating systems, including Google Suite, Microsoft Office, and Smartboards.
* Thorough knowledge of applicable local, state, and federal laws, rules, and regulations.
* Ability to perform multiple tasks simultaneously with a high degree of accuracy, within the confines of a deadline.
* Ability to communicate effectively orally and in writing.
* Ability to get along with others, exhibit professionalism, and maintain confidentiality.
* Ability to perform, organize and prioritize work independently.

**WORK ENVIRONMENT:**

This position is sedentary. Typically, employees perform their duties while seated comfortably. Nevertheless, some walking, standing, bending, carrying light objects such as papers, books, or small parts, and driving a vehicle may be required. There are no special physical prerequisites for completing the work.

**TRAVEL:**

Travel may be required as part of the work of this position.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

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