

 **Adjunct Professor, Actuarial Science**

 **Academic Affairs**

**REPORT TO:** Actuarial Science Program Coordinator

**E CLASS:** Term to Term (As Needed)

**FLSA:** Exempt

**PURPOSE:**

The Division of Natural Sciences and Mathematics at Miles College invites applications for an adjunct instructor in Actuarial Science to begin in August 2022. We are looking for faculty excited by the prospect of shaping our school’s future and contributing to its sustained excellence. Preference will be given to candidates who are in the process of, or are interested in, achieving an Associate or Fellow designation in the Society of Actuaries and can contribute to Miles College by earning the Centers of Actuarial Excellence designation.

**PREFERRED QUALIFICATIONS:**

* Master in Actuarial Science or a related area by August 2022 required.
* Ph.D. in Actuarial Science or a related area by August 2022 preferred.
* Computer Skills Experience.
* Demonstrated ability to teach existing courses at the undergraduate level.
* Commitment to engage in curricular development/assessment at the undergraduate level.
* A strong commitment to excellence in teaching, research, and continued professional growth.
* Excellent verbal and written communication skills.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

Teach undergraduate courses in actuarial science, mathematics, and statistics.

Assist with school-related record keeping as it pertains to the course.

Prepared to teach 6 credit hours per semester or two courses.

**KNOWLEDGE, SKILLS & ABILITIES:**

Attention to detail, communication skills, including oral, written, and/or nonverbal, knowledge of University/college environment preferred, human relations/interpersonal skills, ability to manage multiple concurrent projects and meet deadlines and maintain confidentiality.

**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 curriculum vitae, copies of unofficial transcripts, and contact information for at least three professional references 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**

Miles College is an equal opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.  Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](https://www.miles.edu/title-ix).