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**Assistant or Associate Professor - Political Science**

**Social and Behavioral Sciences Division**

**REPORT TO:** Chair, Social and Behavioral Sciences Division

**E CLASS:** FT 10 Month

**FLSA:** EXEMPT

**PURPOSE:**

The Social and Behavioral Science invites applications for Assistant or Associate Professor of Political Science to fill a 10-month tenure-track faculty position**.** This position is for teaching undergraduate courses inAmerican Politics and Political Theory or International and Comparative Politics. The appointment is for 4 -5 (3hr) courses a semester.

**PREFERRED QUALIFICATIONS:**

* Masters required, Ph.D. in Political Science or a closely related field preferred.
* Three years of teaching experience in political science or related areas is preferred.
* 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, preparing and presenting papers, serving as faculty advisor to student organizations, and performing duties as requested by the chair and/or Provost.

**KNOWLEDGE, SKILLS & ABILITIES:**

* Demonstrated commitment to diversity, equity, and inclusion.
* Experience in writing reports and other types of correspondence.
* In-depth understanding of computer operating systems, such as Google Suite, Microsoft Office, and Smartboards.
* In-depth understanding of applicable local, state, and federal laws, rules, and regulations.
* The ability to perform multiple tasks at the same time with high accuracy and within the constraints of a deadline.
* Effective oral and written communication skills.
* Ability to work well with others, be professional, and maintain confidentiality
* Ability to perform, organize, and prioritize work independently.

**WORK ENVIRONMENT:**

The work environment at Miles College is collaborative, congenial, and supportive. This position is primarily indoors. Typically, faculty work with minimal supervision. There may be some walking, standing, bending, carrying light objects such as papers, and books, and driving a vehicle may be required.

**TRAVEL:**

Some travel may be required.

*\*\*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 resumes, cover letters, and applications to hr@miles.edu. *Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future*.** 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 based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis 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).