

Arizona Christian University
Position Description – Math Instructor

Position Title:	Instructor (10 Months) Math/Statistics Instructor	Date Updated:	May 15. 2017
Reports to:	Academic Dean Department Chair Dr. Warren Pettitt	Department:	Science and Math
Direct Reports (if any):	None	FSLA Status:	Exempt
Position Summary: The Science and Math Department at Arizona Christian University invites applications for a full time, 10-month, Math/Statistics Instructor position beginning August 2017. The Instructor's primary duty is to instruct undergraduate courses in Math and other courses as needed.			
Prerequisite Qualifications: A. Master's degree in Statistics, Mathematics, or an equivalent combination of education and experience required B. A minimum of three years of higher education teaching experience in the field Mathematics is highly desirable C. Experience with various instructional delivery systems including integration of technology into coursework. D. Excellent interpersonal skills with ability to work both independently and as part of a team E. Strong written and oral presentation skills F. Strong organizational skills G. Evidence of Christian commitment with interest in and ability to integrate faith and learning			
Duties, Tasks, Responsibilities (List as many categories as necessary): A. Supervision and instruction of students in classroom and/or lab settings B. Teaching a minimum of 12 credit hours per semester C. Development of written syllabi and required course materials D. Evaluation of subject matter taught and maintenance of student records E. Preparation and grading of exams F. Developing and enhancing knowledge and teaching skills of the respective discipline through attendance at conferences, seminars, and/or workshops G. Maintaining office hours to advise and assist students H. Participation in departmental and university-wide meetings and committees I. Participation in curriculum and program development and assessment J. Other duties as assigned by the Dean and Department Chair			
Working Conditions: A. May be required to teach and hold office hours during day, afternoon, evening, summer and winter sessions. B. Off-campus classes and travel may be required. C. Requires the ability to read, write, see, hear, and speak clearly. D. Requires the ability to stand, walk, bend, reach or sit for long periods of time. E. Requires working on a computer, PC or laptop; ability to work these and office related equipment. F. May be required to lift objects weighing up to 20 pounds. G. Moderate noise.			
Language Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics of management, public groups, and/or boards of directors.			
Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.			

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Salary: Commensurate with qualifications and experience

University Description: ACU exists to provide education for both full-time Christian workers and Christians who work in various professions. Christians may have different vocations, but are working to glorify our Lord Jesus Christ. This emphasis makes ACU more than just a place to get a higher education degree. What happens on this campus community is discovery—of ideas, of oneself, of life, and most importantly, of God and His will. The campus of Arizona Christian University is located in the scenic Paradise Valley area twelve miles north of downtown Phoenix. The setting is a valley surrounded by picturesque mountains in the midst of the distinctive semi-arid environment of Arizona.

To apply: Applicants must subscribe to a statement of Christian faith. Send a letter of application, vita, transcripts, personal statement of faith, statement of teaching and advising philosophies, and the names of three professional references (with email addresses and telephone numbers) by mail or e-mail to:

Human Resources Office
Arizona Christian University
2625 East Cactus Road
Phoenix, AZ 85032

Nancy.Stocking@arizonachristian.edu

Inquiries may be sent to Nancy.Stocking@arizonachristian.edu. Arizona Christian University is an equal opportunity employer and does not discriminate on the basis of gender, race, national or ethnic origin, handicaps, or age.

Deadline: Screening will begin immediately and continue until the position is filled.

Job Description Approved By: Academic Dean

Date: 5/15/17