



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

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EMPLOYMENT OPPORTUNITY

Title: Math Instructor

Job ID: 232420701003

Start Date: Fall 2024

Campus: Eagle Pass

Closing Date: Until Filled

Job Duties: Primary duties include teaching freshmen and sophomore level courses in Mathematics and Developmental Mathematics; other courses may be assigned, depending on credentials; recruiting and advising students, serving on division and college committees. Responsible for developing and updating curriculum/syllabi, textbook/equipment selection, and instructional materials. Experience in teaching/advising/mentoring low income, first generation, educationally disadvantaged and at-risk students. Work rules, code of conduct and other policies comprise essential functions of the job. Ability to communicate effectively with students and college personnel. Teach day and/or evening classes. Travel to teach at other SWTJC sites may be required.

Salary: Commensurate with education and teaching experience, based on SWTJC salary schedule. Nine-month, non-tenure track, faculty position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Master's degree with a major in Mathematics preferred; Master's degree in another discipline with a minimum of eighteen (18) graduate semester hours in Math may be acceptable.

Experience & Training: At least two years' teaching experience in the discipline preferred.

Additional Qualification Requirements: Must be self-directed, well organized, task-oriented, and flexible, with the ability to work independently and in a group environment. Demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational, and problem-solving skills and the ability to communicate effectively orally, in writing, and in public presentation settings. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers.

SUBMIT APPLICATION TO:

Terrie Dube, Human Resources Director, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution