



Position Mathematics/Natural Sciences Department Head/Instructor

Savannah Technical College seeks a full-time Department Head/Instructor for the Mathematics/Natural Sciences Department. This 12-month position is based at the Savannah Campus, but may include routine travel to other campus locations.

Typical responsibilities include, but are not limited to:

- Performing the duties of a full-time instructor.
- Coordinating and supervising Mathematics and Sciences courses.
- Planning and organizing the department's work to meet the division and college's objectives.
- Reviewing and approving all requests for supplies and materials.
- Preparing the Mathematics and Natural Sciences course schedules and budget.
- Preparing and maintaining all required documentation and administrative reports.
- Maintaining knowledge of current trends and developments in the field by attending staff development training, workshops, seminars, conferences, and by reading professional literature in the related vocational field.
- Ensuring safety and security requirements are met in the learning/laboratory areas.
- Representing the department at various internal and external meetings.
- Supervising subordinate employees to include Adjunct and full time faculty members.
- Displaying a high level of effort and commitment to performing work.
- Operating effectively within the organizational structure.
- Demonstrating trustworthiness and responsible behavior.

Duties include a flexible schedule of lecture, student advisement and registration. Successful candidate must be willing to work split teaching shifts that might require split teaching days. Will be required to manage and recruit adjunct instructors. Must fully embrace the responsibility for maintaining program standards by participating in related advisory committee meetings and working directly with local employers and the Department of Labor.

Minimum Qualifications

- Master's degree in Mathematics, Biology or Chemistry; or a Master's degree with 18 graduate semester hours in one of the aforementioned areas from a regionally accredited institution.
- A minimum of 12 months documented experience in teaching Mathematics or Science courses at a regionally accredited postsecondary institution.
- Excellent human-relations, interpersonal skills, and strong verbal and written communication skills.
- Proficient in the use of MS Office Word and Excel.

Preferred Qualifications

- Preference will be given to those candidates who possess or are nearing completion of a terminal degree in Mathematics or related area.
- Prefer three years of full-time, paid postsecondary teaching experience.
- Proficient in the use of Banner.
- Active participation in appropriate professional/occupational organizations.

Physical Demands

Work is typically performed in a classroom environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects. Full range of hand and finger motion is required for data entry purposes. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

Salary/Benefits

Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

Application Procedure

For best consideration, applications should be received by **August 7, 2013**. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannahtech.edu. Please submit the completed application, cover letter and resume to:

Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration.

Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). [Invitation to Self-Identify](#) For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, mbanks@savannahtech.edu. Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.