



POSITION ANNOUNCEMENT

Position: Mathematics Instructor

Job Description: Southwest Mississippi Community College has an opening for a full-time mathematics instructor. The instructor is responsible for the coordination, planning, preparations, presentations, and evaluation of classroom instruction and related activities. This position reports to the Vice President for Academic Affairs.

Duties and Responsibilities: Include but are not limited to:

- Maintains competency and minimum requirements for teaching
- Prepares a course syllabus for each course taught; reviews and revises it annually and provides a copy for the Vice-President for Academic Affairs
- Supports and encourages the college- sponsored extracurricular activities
- Serve as a faculty advisor within current college advisement system and assist in recruitment of students
- Teaches classes as assigned according to college policy
- Assists the division chair in strategic institutional planning, developing a budget, planning curricula, maintaining inventory, updating the college *Catalog*, preparing reports as needed, purchasing instructional materials, and ordering textbooks
- Supports and participates in the community affairs that contribute to the total program of the college
- Assume other work related responsibilities as assigned

Salary: Based on Current Salary Schedule

Qualifications: A Master's degree is required. Minimum of eighteen (18) graduate hours in mathematics with the MAT prefix.

Experience: Teaching experience at the Associate Degree level is preferred, but not required.

Contact: Send cover letter, application, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: hr@smcc.edu

Application Deadline: Friday, April 4, 2025 by 3 PM Failure to include requested application information will preclude applicant from consideration of position. <https://www.smcc.edu/wp-content/uploads/Faculty-Application-1.pdf>

Nondiscrimination Statement:

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.