

## Job Description

<b>Position Title:</b>	Math/Math for Science Lab Instructor		
<b>Business Unit:</b>	STEM Excellence	<b>Status:</b>	Part-time
<b>Reporting to:</b>	Project Director	<b>Salary Range:</b>	

<b>Background:</b>	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
<b>Position:</b>	<p>Under the supervision of the project director, the Math/Math for Science Lab Instructor will work with the math and science professors to provide weekly co-requisite labs for specified lower division courses of chemistry and math.</p> <p>The goal of these labs is to: a) improve overall grade averages, b) reduce the number of students dropping the classes to retake at SWAU or elsewhere and c) to improve the overall student knowledge, experience and satisfaction with subject matter.</p>

<p><b>Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>▪ Collaborate with the STEM department professors to identify skills needed for lab instruction</li> <li>▪ Create 1-4 co-requisite labs for students to take in conjunction with their lower division college level math and science courses – particularly chemistry.</li> <li>▪ Develop a training program for student workers to be efficient math tutors/lab assistants</li> <li>▪ Coordinate with professors to provide testing and other tools for placement/Clepping</li> <li>▪ Make sure students check-in when attending lab in order to keep track of attendance and numbers for data purposes</li> </ul>
<p><b>Requirements:</b></p>	<p><b><u>Primary Requirement</u></b></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><b><u>Other Requirements</u></b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree in Physical Science, Chemistry or related fields (Chemistry/Physical Science Secondary education preferred)</li> <li>▪ Experience in teaching/tutoring at the secondary/college level</li> <li>▪ Knowledge of curriculum development, instructional design, and learning management systems (e.g. Canvas)</li> <li>▪ Excellent communication and interpersonal skills, with the ability to build rapport with students, faculty and staff.</li> <li>▪ Proven ability to manage multiple projects and timelines</li> </ul>
<p><b>Work Conditions &amp; Environment:</b></p>	<p><b>Job Conditions:</b> Computer use, Fast-paced work, Fluent in speaking, reading, and writing English.</p> <p><b>Work Hours:</b> Monday – Thursday or Friday, mornings, afternoons or evenings (Evenings preferable)</p>

***This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.***

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