NORTHEASTERN JUNIOR COLLEGE

# Position Announcement: Developmental Mathematics Instructor

## POSITION DESCRIPTION:

Northeastern Junior College seeks an adjunct Developmental Mathematics Instructor whose teaching responsibilities will include college preparatory mathematics courses such as Fundamentals of Mathematics, Pre-Algebra, and Pre-Algebra with Basic Math.

Questions regarding this position can be directed to Misti Lauer at (970) 521-6619 or misti.lauer@njc.edu. For information about NJC, please visit the college's website at www.njc.edu.

## EXPECTATIONS:

- ***Facilitation*** of a learning-centered classroom; real-life applications of content; and adaptation to today's learning modalities.
- ***Service*** to students through student activities sponsorship and teamwork with peers in college activities, planning and committee responsibilities.
- ***Expertise*** demonstrated through the depth and currency of curricular knowledge; strong focus on learning; experience/skill in using new technologies; innovative delivery and curriculum development; excellent communication skills, excellent class and studio instruction skills.
- ***Positive attitude*** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspective; willingness to take risks, work hard, accept responsibility for person/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- ***Commitment*** to cooperation, consensus building, collaboration, effective goal-setting and evaluation.
- ***Participation*** in community organizations and activities, especially those that promote the arts.

## REQUIRED QUALIFICATIONS:

- Bachelors degree in Mathematics or Math Education from an accredited college or university.
- Presentation and facilitation skills.
- Knowledge/experience with computer technology.
- Ability to effectively communicate in a variety of settings.

## PREFERRED QUALIFICATIONS:

- Masters degree in Mathematics.
- Learning design experience.
- Significant teaching experience.

**APPLICATION:**
**Priority consideration given to applications received by July 29, 2013. Position will remain open until filled**. Complete application packet to consist of:

- Cover letter specifically addressing qualifications and committing to expectations
- Completed NJC application form (available on-line at http://nejc.cc.co.us)
- College transcripts from accredited college or university (unofficial copies acceptable during application process)
- Complete résumé
- Release Authorization (for background check)

Interviewed candidates will be required to prepare and deliver an actual classroom learning experience/lecture before the selection panel and selected administrators. The teaching experience should be 30 minutes in length and may be videotaped. A topic will be given to candidates at the time the interview is scheduled.

Request application from and submit completed application materials to: Human Resources Office; Northeastern Junior College; 100 College Drive; Sterling, CO 80751. Contact Human Resources at 970-521-6661, or e-mail request to: HumanResources@njc.edu . Faxed applications accepted at 970-522-4945. ***Application files not containing the above documentation will not be forwarded to the Selection Panel.***

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**College/Community Profile:**
Northeastern Junior College, one of 14 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 13,000 residents enjoys easy access to Denver, the Rocky Mountains and the western-agricultural lifestyle. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through 90 majors in associate degree and certificate programs. As a residential campus with five halls accommodating 450+ students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 55 full-time and 25 part-time faculty comprise the teaching staff.

***NJC Mission:***
"Northeastern Junior College is a comprehensive learning community that produces skilled and knowledgeable citizens who will transfer successfully to four-year schools, enter the workforce productively and contribute positively to their own and society's economic and social well-being."

Northeastern Junior College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation or veteran status in its activities, programs or employment practices.

**NOTICE TO APPLICANTS:** The State of Colorado must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. This law applies to ALL PERSONS HIRED. The State of Colorado also has a direct deposit requirement of all employees. When hired you will also be required to provide correct documentation for direct deposit. The State of Colorado also has a requirement that a background be ran on the applicant after a conditional job offer has been made.