

PLEASE POST

**REVISED  
POSITION OPENING**

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Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701

Pennsylvania College of Technology is located in Williamsport, a family-oriented community, ideally situated along the Susquehanna River at the foot of Bald Eagle Mountain in North Central Pennsylvania, within 200 miles of New York City, Philadelphia, Baltimore, and Washington D.C. Penn College is Pennsylvania's premier technical college and an affiliate of The Pennsylvania State University. More than 6,500 students are enrolled in Penn College's bachelor and associate degree and certificate majors, which combine hands-on experience with theory and management education.

**Full-time Faculty, Mathematics  
(2 Openings)**

**Reports to:**

Dean of Integrated Studies

**Duties and Responsibilities:**

The faculty will be responsible for student instruction, student advising, and educational leadership. The primary focus of this position is on excellence in teaching mathematics, with research recognized and valued, but not required. Specifically, the faculty will:

- Teach a full load (15 credits/semester) in Mathematics. Specific courses may include, but will not necessarily be limited to: Business Mathematics, Developmental Math (Pre-Algebra, Elementary Algebra), Introduction to Mathematics, Statistics, Geometry, and College Algebra and Trigonometry. (Essential)
- Write and update course syllabi. (Essential)
- Advise, schedule, and maintain accurate records on students. (Essential)
- Provide leadership in curriculum review, revision, and development. (Essential)
- Engage in continuous professional development in Mathematics and related technology, and in appropriate instructional methodologies. (Essential)
- Contribute to the betterment of the department through active department committee participation, leadership, and contribution in conjunction with colleagues. (Essential)
- Contribute to the betterment of the College through School committee participation and contribution. (Essential)
- Maintain regular office hours consistent with contractual guidelines. (Essential)
- Contribute to the betterment of the College through College-wide committee participation and contribution. (Marginal)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by the Dean. (Marginal)

**Qualifications:**

**Minimum**

- \*Master's Degree in Mathematics, Mathematics Education, or closely related discipline with emphasis and coursework in advanced Mathematics and/or Statistics.
- \*Four (4) years of full-time teaching experience in mathematics, or one (1) year of equivalent full-time teaching experience in mathematics at the college level.
- \*Demonstrated ability to teach creatively and effectively.

### **Minimum**

- \*Interpersonal skills necessary to deal professionally, effectively, and courteously with students, staff, administration, and the public.
- \*Ability to communicate effectively, both orally and in writing.
- \*Organizational skills.
- \*Sensitivity to the expectations of students, staff, and the administration.
- \*Familiarity with the use of technology in mathematics instruction, including microcomputers and graphing calculators.
- \*Demonstrated sensitivity to diversity and multicultural issues.
- \*Interdisciplinary approach to education.
- \*Finalists for this position must present a sample lesson in college mathematics.
- \*Candidates for teaching positions must be fluent in the English language (oral and written) - English Fluency in Higher Education Act. (Pennsylvania Senate Bill 539/Act No. 76)
- \*Background check will be required on selected candidate.

### **Highly Desired**

- \*Related coursework in Accounting, Finance, or Statistics.
- \*Earned Doctorate or Doctorate near completion in Mathematics, Mathematics Education, or closely related discipline with emphasis in Mathematics and/or Statistics.

### **Desired**

- \*Teaching experience in Business Mathematics, Developmental Mathematics, Geometry, or Statistics.
- \*Successful experience integrating technology into classroom teaching, i.e. graphing calculators, microcomputers, online resources, statistical software, ANGEL, etc.
- \*Committee membership and leadership experience.
- \*Course development experience.
- \*Continued professional development experience.
- \*Scholarship as evidenced by refereed publications.

### **Machines, Tools, Equipment:**

- \*Microcomputer
- \*Graphing Calculator
- \*Statistics Software

### **Conditions of Employment:**

The wages, hours, and terms and conditions of employment for full-time teaching faculty, counselors and librarians (all regular College funded positions and certain grant/contract funded positions) are determined by the negotiated Agreement between Pennsylvania College of Technology and the Penn College Education Association.

Federal law requires all employers to verify the identity and employment eligibility of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment eligibility. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

### **Salary and Academic Rank:**

Commensurate with credentials submitted as applied to the College's Faculty Salary System and established criteria for faculty rank. As a point of reference, the salary range for 21 new full-time faculty hired in various disciplines throughout the College for the 2009/2010 academic year is \$42,635 to \$68,260.

**Starting Date:**

Fall 2010 semester, which starts August 12, 2010

**Deadline for Application:**

Applicants must submit a completed College Application for Employment AND a letter of interest and resume to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until suitable candidates are identified. Please include title of position on your application form and in your letter of interest. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College  
on the Internet at [www.pct.edu](http://www.pct.edu).*