

# COLLEGE OF MENOMINEE NATION

## Position Description

**JOB TITLE: Math Instructor**  
**REPORTS TO: Dean of Instruction**  
**CLASSIFICATION: Full Time Faculty**  
**BENEFIT ELIGIBLE: Yes, Full Time Benefits**

**Position Summary:** The Faculty member will have an interest in and ability to teach at a community college as well as baccalaureate level and be committed to working with a diverse range of student interests and abilities. Faculty member will engage in continuous institutional improvement efforts such as assessment, planning, and other related efforts. The faculty member should have an interest in and ability to teach at the undergraduate level and be committed to working with a diverse range of student interests and abilities.

### **Position Responsibilities & Duties:**

- Teach assigned courses in written mathematics, and related disciplines, as appropriate;
- Develop and implement math curriculum as appropriate for CMN that transfer to four-year institutions;
- Utilize current technological tools in instruction;
- Assist in the development of strategies aimed at increasing student retention in mathematic majors;
- Participate in CMN committee, accreditation, and assessment processes;
- Other duties as assigned.

**Minimum Qualifications-**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's Degree in mathematics or applied mathematics.
- Minimum of 2 years teaching experience, preferably in a community college.
- Strong communication and computer skills

### **Desired Qualification:**

- Ph.D. In mathematics or applied mathematics

### **Physical Demands & Work Environment:**

- Physical demands are classified as Moderate – lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds

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### APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

Application materials can be mailed to:

College Of Menominee Nation  
Human Resources  
P.O. Box 1179  
Keshena, WI 54135.

And online application is available at: <http://www.menominee.edu/careers>

Posting closes at Open until filled

**NOTE: Pre-employment drug testing is part of the hiring process.**

**EOE/MITW 82-10**