Assistant Professor of Chemistry

Posting Details

Position Information

Job Title
Assistant Professor of Chemistry

Job Description
This job description is a general description of the essential job functions. It is not intended as an employment contract, nor is it intended to describe all the duties someone in this position may perform. All employees of Gulf Coast State College are expected to perform duties as assigned by Gulf Coast State College supervisory/management personnel, regardless of job title or routine job duties. This position is sensitive and will require a criminal background check.

The primary purpose of this job is to teach chemistry lectures and labs, serve as course manager for several chemistry courses, advise students seeking careers in Chemistry and related fields, manage adjuncts teaching chemistry courses you are the course manager for.

Essential Duties

Summary
• Teaching classes and labs (regular load is 18 contact hours per week)
• Office hours (10 hours per week): used for helping students with lecture & lab material outside of class, reading and returning emails, returning phone calls, and academic advising.
• Other professional duties include:
  Preparing lecture materials
  Writing and grading tests
  Preparing for lab
  Looking for ways to improve delivery in class
  Updating course information on our course management system
  Preparing for committee meetings
  Attending committee meetings
  Helping adjuncts with course related problems
  Participating in the College’s outreach programs such as College night, Open house, and Projects in the local schools

Required Qualifications
Master’s degree, from a regionally accredited college or university, with 18 graduate hours in chemistry.

Preferred Qualifications

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, talk, and hear. The employee is frequently required to use hands to finger, handle, and feel. The employee is regularly required to walk and reach with hands and arms. The employee may be required to lift and/or move up to 20 pounds and climb/balance, stoop, kneel, crouch, and crawl. The vision requirements include close vision,
distance vision, and ability to adjust focus as well as ability to determine the color of objects.

Posting Detail Information

**Posting Number**  AS139P

**Open Date**  02/12/2020

**Close Date**

**Open Until Filled**  Yes

**Special Instructions to Applicants**

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. What is the highest level of education attained?
   - GED
   - High School Diploma
   - Associates Degree
   - Bachelors Degree
   - Masters Degree
   - PHD

2. Do you have a Master's degree, from a regionally accredited college or university, with 18 graduate hours in chemistry.
   - Yes
   - No

Documents Needed To Apply

**Required Documents**

1. Resume
2. Cover Letter
3. Transcripts

**Optional Documents**
1. Letter of Recommendation