

Posting Date: August 23, 2017 **Deadline Date**: Position is open until filled.

Position: Tenure-Track Assistant Professor of Organic Chemistry

Department: Chemistry **Rate**: Minimum starting salary \$48,000.

Reports to: Chair of Chemistry, Dean of College of Arts and Science

SUMMARY: The incumbent in this position is responsible for providing instruction at both the undergraduate and graduate level along with leading a research program involving undergraduate and Master level students. Faculty will be expected to serve as student mentor and advisor in keeping with the university's mission.

DUTIES & RESPONSIBILITIES:

- Teach (normal teaching load of 24 credit hours per academic year);
- Conduct scholarly activities such as research in organic chemistry and publish findings in professional journals;
- Establish an independent, innovative, externally—supported research program;
- Hold office hours as required;
- Advise students on academic and vocational curricula;
- Prepare and teach selected courses within chemistry program to undergraduate and graduate students;
- Advise and mentor undergraduate and graduate students;
- Serve on committees, meetings as part of university service;
- Supervise students or technicians in lab;
- Maintain regular attendance;
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

• **EDUCATION:** Doctorate in Synthetic Organic Chemistry (ABD will be considered but degree must be completed by hiring date)

EMPLOYMENT REQUIREMENTS

None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill and expertise in the classroom;
- Ability in the use of technologies and/or strategies to enhance pedagogy;
- Ability to work effectively with a culturally-diverse student body;
- Ability to develop effective methodology for the integration of teaching and research;
- Ability to demonstrate excellent written and oral communication skills;
- Ability to teach graduate level courses;
- Ability to supervise graduate student research;
- Ability to supervise graduate internships.

PHYSICAL REQUIREMENTS:

- Prolonged use of computer with repetitive hand motions;
- Speak/Hear within a normal range;

• Sitting and/or standing for extended periods of time.

WORK ENVIROMENT:

• Work is performed in an office/classroom setting.

APPLICATION PROCEDURE: Candidates must submit 1) a letter of interest, 2) curriculum vita, 3) statement of research plans (maximum 3 pages); 4) statement of teaching philosophy (1 page); 5) Unofficial copies of advanced degree transcripts, 6) names/address/phone numbers of 3 professional references.

For more detailed information regarding the position you may contact Jiao Chen: <u>jiaochen@nmhu.edu</u>.

References will be contacted in conjunction with on campus interviews and official transcripts should be requested upon acceptance of the on campus interview.

New Mexico Highlands University
Human Resources
Assistant Professor of Organic Chemistry
Box 9000
Las Vegas, NM 87701

Email applications will be accepted: jobs@nmhu.edu

For disabled access or services call 505-454-3242 or hr@nmhu.edu
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