



JOB CODE:FAC/CHEM01

Job Description

Job Title: Chemistry Instructor
FLSA Status: Exempt
Grade: Faculty
Department: Arts & Science
Reports to: Dean of Arts and Sciences

Job Summary

The Chemistry Instructor will primarily teach General Chemistry I, General Chemistry II, and Chemistry for non-science majors. The instructor could teach other science courses, up to and including Organic Chemistry I, Organic Chemistry II, or other related science curriculum, all based on areas of expertise. Duties include the organization and management of the laboratory, curriculum development, and willingness to integrate technology into classroom lessons. Provide assistance to students in their learning process by utilizing all appropriate college resources, materials, facilities, and educational technologies available to complement the teaching and learning process providing a direct impact to student success. The Chemistry Instructor will fulfill the educational mission of the department and the college in cooperation with other members of the campus community. Conducts advising of students, participate as a scholar, in the academic life of the college, and actively contribute to the recruitment of students for the department. The Chemistry Instructor will demonstrate how they will contribute to the College's mission and vision.

Essential Duties and Responsibilities

- The instructional assignment will include lecture and laboratory classes where applicable, providing students with interactive simulations, and utilizing a variety of teaching methods and technologies to keep students motivated and engaged. Some meetings or instructions may occur off-site.
- Maintain industry expertise to assist in keeping the discipline and its equipment up to date with modern educational and industry standards, including the incorporation of industry certifications into the curriculum.
- Assignments are based upon the assumption of a workload of forty clock hours weekly and 30 credits per academic year, (up to 170 days per academic year) including but not limited to conducting classes, advising of students, class preparation, student/faculty evaluations, office hours, committee work, student learning outcomes assessment, program review, student clubs/activities, maintaining industry expertise, and other duties.
- Institutional service activities are expected of all faculty members.
- Provides leadership in program development, program promotion, developing regional college/industry/governmental agency partnerships, and developing/modifying curriculum in response to industry and community needs.
- Participation in discipline/department decision making processes and work regarding curriculum, program development, scheduling, and other matters are also expected of all department faculty.
- Responsibilities also include maintaining standards of professional conduct and ethics appropriate to the professional position.
- Participation and facilitation in grant acquisition/implementation may also be part of the assignment.
- Participation in Workforce Development at the local, regional, and state levels where applicable.

- Implementing student engagement practices in and outside of the traditional learning space
- Help create and facilitate innovative strategies for student recruitment, retention, completion, and placement.
- Build community partnerships.
- Completion of the Advising Academy within ninety days of employment.
- Other duties assigned to advance the mission of the college.

Knowledge, Skills, and Abilities Required by the Position

- Ability to teach, supervise, and mentor students through their plan of study.
- Possess strong interpersonal communication and management skills.
- Ability to use a variety of teaching methods and materials that assist student learning.
- Ability to use technology and develop learning activities in an online, hybrid or web-enhanced environment.
- Ability to work in a collaborative fashion with a variety of faculty and community stakeholders.
- Demonstrated ability to work with a diverse population that represents a wide range of abilities and ages.
- Knowledge of assessment of student learning outcomes at the course, program, and institutional levels
- Demonstrated commitment to work with students, staff, and community (e.g., advising, organizations, training, boards, leadership)
- Commitment to and evidence of collegiality when interacting with others within the college community.
- Adaptability: the ability to work in a fast-paced environment; willingness to modify the schedule to meet department needs.

Working Conditions/Physical Requirements

- Work is performed primarily indoors in a standard office, classroom, or laboratory environment.
- Subject to walking, sitting, standing, bending, reaching, kneeling, and stooping. Frequent lifting of objects up to 30 pounds. Manual dexterity to efficiently operate a computer keyboard and other business machines. Near vision sufficient to read written communication and computer display screens. Adequate hearing to communicate efficiently in person and by phone.
- Work flexible hours as needed. May require work during evening, night, and weekend hours.
- Travel between campus buildings, clinical sites, and other locations may be indicated. A valid driver's license or dependable transportation is required.

Supervisory and Management Responsibility

- None

Minimum Qualifications

- Master's degree in an area related to Chemistry with a minimum of 18 graduate hours within the field.
Ph.D. preferred.
- Three years' teaching experience; community college experience preferred.
- Strong understanding of chemistry and related fields.
- Knowledge of and experience in chemistry research
- Capacity for interdisciplinary and collaborative teaching
- Practical experience outside of academia preferred.
- Demonstrated service to the discipline, (e.g.) college, community, state, national.

- Demonstrated history of teaching excellence preferred.
- Commitment to inclusive pedagogy, diversity, and equity
- Experience teaching in-person and online preferred.

Preference will be given to candidates who show demonstrated experience in teaching diverse populations. Candidates will be required to submit a philosophy of teaching statement and may be required to give a teaching demonstration.

Complete applications will contain a completed GCCD application, cover letter, vita, philosophy of teaching statement, copies of graduate and undergraduate transcripts (official transcripts need to be supplied at the time of the interview), and contact information for three (3) professional references.

HOW TO APPLY:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/about/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to tgardner@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Ted Gardner, Interim Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or tgardner@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303844-5695 or TDD 303-844-3417.