



**Position Title:** Assistant/Associate Professor, Political Science

**Reports To:** Chair, Social and Behavioral Sciences

**Department:** Division of Social and Behavioral Sciences

**Classification:** Full-time, Salary Exempt, Tenure-track, Benefits Eligible

## **POSITION OVERVIEW**

LeMoyne-Owen College is seeking a qualified individual (Ph. D preferred) for a full-time, tenure-track faculty position in Political Science, rank assignment commensurate with education and experience.

## **DUTIES AND RESPONSIBILITIES**

- Teach a full-time load of Political Science courses per academic year
- In coordination with other Political Science faculty, design and deliver class instruction through the development of instructional plans to meet course competencies, the development of activities and assignments which support lesson objectives, and the development of critical thinking skills
- Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines
- Demonstrate interest in personal and professional growth of students
- Maintain effective interpersonal relationships with students
- Demonstrate concern for student progress
- Maintain regular on-campus office hours as posted on office door for student accessibility outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success, life goals, and spiritual development
- Schedule, supervise, debrief, and evaluate students in clinical, internship, observation, field experience, and similar settings as appropriate for the course or program
- Submit budget and textbook requests for assigned courses by the posted deadlines
- Participate in assessment activities associated with taught courses by collecting data on student learning outcomes when appropriate and engaging in department activities associated with the analysis and application of those data for the purposes of continuous improvement of the program

## **MINIMUM QUALIFICATIONS**

- Earned Doctorate or its equivalent in training, ability, and/or experience
- Evidence of research in field
- The rank of Associate Professor or higher
- Record of leadership experience within the profession or the university
- Evidence of successful teaching in higher education
- Success in administration of programs in higher education to include strategic planning

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Excellent communication and human relation skills
- Knowledge of programs within Division in terms of requirements, policy, procedure, operation, and management
- Knowledge of Accreditation requirements generally and specifically those that apply to the Southern Association for the Accreditation of Colleges and Schools (SACS)
- Documented performance in the areas of teaching, scholarship, and service

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed (if applicable)
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**