COLLEGE OF SAINT MARY

Bloom

College of Saint Mary in Omaha, NE seeks applications for the position of Assistant or Associate Professor of Analytical Chemistry to begin fall of 2015.

The successful candidate is expected to teach a broad range of introductory and advanced undergraduate chemistry courses including quantitative analysis and instrumental analysis chemistry. A candidate with knowledge and experience with instrumentation and techniques commonly used in modern chemistry laboratories will be preferred. Other responsibilities include overseeing the maintenance of some of the instrumentation facilities of the chemistry program, development of a research program involving undergraduate students, student advising, and serving on departmental and university committees. For more information see job description below.

Qualifications: Candidates must hold a Ph.D. degree in Analytical Chemistry or a closely related field as of fall 2015.

To apply, send a letter of application, copies of official transcripts, curriculum vitae and names of at least three references (with contact information) and statement of teaching philosophy to: Office of Academic Affairs, Chemistry Faculty Search Committee, College of Saint Mary, 7000 Mercy Road, Omaha, NE 68106. Review of applications will begin October 01, 2014 and continue until the position is filled.

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.

COLLEGE OF SAINT MARY
JOB DESCRIPTION

Position Title: Assistant /Associate Professor of Chemistry

DESCRIPTION OF WORK:

Supervision Received: Program Director- Chemistry and A&S Division Chairperson

Examples of Duties*:*

- Teach a broad range of introductory and advanced undergraduate chemistry courses (including quantitative analysis and instrumental chemistry) with a teaching load of 24 credit hours/year
- Oversee the maintenance of some of the instrumentation facilities of the chemistry program
- Collaborate with other faculty to develop a research program involving undergraduate students
- Maintain ongoing professional development and represent CSM in professional activities
- Serve on departmental and university committees
- Assist the chemistry program director with collecting data for and preparing annual academic assessment reports of the chemistry program
- Advise students on academic planning and success
- Support Enrollment Services in developing and implementing recruitment and retention of students
- Perform responsibilities as assigned by the Chemistry Program Director, Chairperson of the Arts and Science Division and the Vice President for Academic Affairs.
- Perform duties of a CSM faculty member as identified in the CSM Faculty Handbook

Initiative, Judgment, and Job Complexity:
Direction – discretion is allowed within current job description and procedures.

Contacts:
Exercise of human relation skills is critical to the success of this position. Position may be key to maintaining important College relations with the student body or the public.

Occupational Group: Faculty

FLSA: Exempt (Faculty Contract)

QUALIFICATIONS FOR APPOINTMENT

Education:
A PhD in Chemistry or a related field and relevant teaching experience are preferred.

Personal:
Commitment to education in the field of Chemistry; effective and interpersonal relationship skills

Professional:
Member in professional organization(s), active participation in professional and community activities, prior teaching experience

Position Qualifications:
The person who holds this position acts as an advocate for the program and its students in the CSM community and the larger Omaha and state communities.

Physical Requirements and Working Conditions:
Working Conditions: Inside work environment; non-hazardous work.

Physical Requirements:
Light physical exertion--Normally seated, standing, or walking at will.

Date: 08/25/2014