



## POSITION VACANCY

- Position Title:** Department Head-Mathematics and Physics
- Location:** Main Campus, 9101 Fayetteville Rd., Raleigh NC
- Working Schedule:** Varies as needed
- Employment Term:** Full-time, annual position

### Position Summary

This position will be responsible for the efficient operation of the Mathematics and Physics department as well as all instructional and academic activities within the subject areas. Duties include coordinating academic activities, planning, developing, implementing and supervising the department courses, assigning all instructors classes, supervising and evaluating staff and faculty within the department, participating in recruiting, interviewing and hiring faculty, resolving student problems, generating and approving requests, planning and conducting faculty and student orientation, supervising textbook selection, etc.

### Qualifications

- Requires a Master's degree in a field related to one of the disciplines taught in the department OR a Master's degree with 18 graduate hours in one of these subject areas
- Must have 2 years teaching experience
- Must have demonstrated managerial ability
- Must have excellent interpersonal and oral/written communication skills
- Prefer community college teaching experience, 5 years teaching experience and some administrative experience

**Application Deadline:** 5 p.m., Thursday, June 5

Only Wake Tech applications will be accepted, resumes may be attached. Photocopy of transcript(s) must accompany application or be provided prior to published deadline for full consideration for all faculty positions. For a more information or to obtain a Wake Tech application, visit our website at [www.waketech.edu](http://www.waketech.edu) AA/EEO