



Human Resources

P. O. Box 185 ♦ Grantsboro NC 28529

252-249-1851, ext. 3005

Website: pamlicocc.edu/employment

An Equal Opportunity Employer

Math Curriculum Instructor (9 Month Position)

Pamlico Community College policy prohibits discrimination based on race, gender, color, creed, national origin, age, sexual orientation, or disability.

POSITION:	Math Curriculum Instructor
JOB SUMMARY:	Under the supervision of the Chair of General Studies, is responsible for teaching undergraduate courses and advancing academic excellence and student success; teach day classes as required; adhere to the departmental course guidelines; responsible for maintaining all required college records and participating in departmental, divisional, and college-wide advising and recruitment activities and assessment; and will assume other duties as required by the supervisor.
QUALIFICATIONS:	Education: Master's Degree with a concentration in Mathematics required. Experience: Positive work history for at least 5 years. Two years teaching experience preferred, particularly at a community college.
ESSENTIAL JOB FUNCTIONS:	Academic Tasks: The instructor delivers high-quality instruction in assigned courses, setting clear learning goals and measurable outcomes for students. This role includes using effective assessments, providing timely and meaningful feedback on coursework, and maintaining an accurate, current syllabus for every class taught. Administrative Tasks: The instructor supports the ongoing development of course objectives, learning outcomes, and instructional materials. They contribute actively to departmental planning, participate in scheduled program and college meetings, and follow all institutional policies, procedures, and deadlines with consistency and professionalism. Learning Environment: The instructor creates an engaging, inclusive, and student-centered learning environment. This involves encouraging active participation, modeling enthusiasm for the subject, and promoting critical thinking. The instructor responds to student needs with flexibility and fairness, maintains a safe and orderly classroom, and fosters a culture that values diversity and respect. Student Advising: The instructor provides academic advising in accordance with college guidelines, helping students understand prerequisites, course options, and program pathways. They assist with schedule planning during registration periods and monitor student progress toward their academic goals, offering guidance and support as needed. Professional Characteristics: The instructor maintains current expertise in their discipline and demonstrates professionalism through fairness, effective communication, and strong collaboration with colleagues and college leadership. They participate in ongoing professional development, stay open to new ideas and instructional approaches, and model a commitment to lifelong learning. Campus Leadership: The instructor supports the overall mission of the college by participating in committees and engaging in service activities that contribute to the success of the campus community.
SALARY RANGE:	\$46,000 – \$56,000 Commensurate with experience and education
BENEFITS:	Full Time Regular Benefits
APPLICATION DEADLINE:	January 30, 2025

This procedure must be followed or application may be rejected. Candidates should submit: (1) signed Pamlico Community College application which can be obtained at the college website <https://pamlicocc.edu/employment> or by calling (252) 249-1851, extension 3005; (2) a photocopy of college transcripts, if applicable; and (3) a resume. The resume is **not a substitute for a completed application**; the application must include work history. If you have transcripts already on file, please specify.

Incomplete applications will not be eligible for consideration, and all requested information must be received by the deadline date. Mail to Brandy Fillingame, P.O. Box 185 (5049 Highway 306 South for carrier deliveries), Grantsboro, NC 28529, or bfillingame@pamlicocc.edu with position title in subject; line or fax to 252-249-1622. Employment and selection procedures are outlined in Chapter 6 of PCC's [Policies and Procedures](#).