

SAMPLE – PLEASE PREPARE ON YOUR DEPARTMENT LETTERHEAD

DESCRIPTION OF POSITION

(Duties and Responsibilities)

POSITION DUTIES

As an Assistant Professor of Mathematical Sciences at Western Michigan University, (*name of prospective E-3 employees*) will have the following duties and responsibilities:

1. Conducting research in applied mathematics, more specifically in the area of nonlinear hyperbolic conservation laws and their applications;
2. Teaching courses in mathematics at both the undergraduate and graduate levels;
3. Supervising two Ph.D. candidates;
4. Serving on the departmental committees; and
5. Performing services that are necessary to implement the educational programs and academic objectives of the department.

REQUIREMENTS FOR POSITION

A Ph.D. in Mathematics or related field plus two years of relevant teaching experience are the standard requirements for a tenure-track Assistant Professor position at Western Michigan University.

Signature: _____

Name & Title of Supervisor: _____

**INTERNATIONAL STUDENT AND SCHOLAR SERVICES (I3S)
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