



**Position Title:** Assistant Professor of Music (Voice)

**Reports to:** Music Department Chair

**Appointment:** Full-time, nine-month contract

**POSITION SUMMARY:**

The Music Department at Toccoa Falls College invites applications for a full-time faculty position starting August 1, 2023. Rank and salary will be commensurate with qualifications and experience. The position will primarily be tasked with the instruction and oversight of courses in applied voice and vocal music.

**TASKS:**

- Teaching applied voice lessons and vocal music courses
- Coordinating the vocal music components and recitals for all voice students within the department
- Preparing and submitting timely grade reports
- Organizing class assignments and relating them to the overall learning outcomes of the course
- Providing input and working with other faculty and staff to evaluate program effectiveness
- Advising students regarding course selections, graduation requirements, and other policies and procedures of the college and the music department
- Serving on assigned faculty committees
- Other duties as assigned

**SKILLS & ATTRIBUTES:**

Qualified candidates will evidence strong teaching skills, the ability to integrate faith and learning, a vibrant evangelical Christian faith, commitment to collaboration and teamwork, and a sincere commitment to the mission of the college.

**EXPERIENCE & EDUCATION:**

The ideal candidate will hold a doctoral degree from a regionally accredited university and possess experience in teaching vocal music. Exceptional applicants with a master's degree will be considered. Previous teaching experience at the undergraduate and/or graduate level is highly desirable.

**APPLICATION PROCESS:**

Requested documents, along with a completed TFC application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at [mritchey@tfc.edu](mailto:mritchey@tfc.edu). Review of applications will begin immediately, and the position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>. All application materials must be submitted for a candidate to be considered.

*Office of Human Resources*

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