



JOB DESCRIPTION- BUSINESS FACULTY/ PROGRAM CHAIR

General Description/Primary Purpose:

The Business Faculty/Program Chair position at Murray State College will be responsible for managing the administrative functions and oversight of the Business Program. The Chair will serve as the primary academic leader of the Business program. In addition to chairing the program, this individual will teach courses in Business, Accounting, Economics, Statistics, and other applicable courses.

Classification: Full-Time, Faculty

Academic Rank: Instructor

Salary: Salary commensurate with qualifications, education and experience, plus fringe benefits.

Appointment: 10-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC provides the best of both worlds: small-town life with access to big-city offerings.

Description of Duties and Tasks:

1. Use state-of-the-art technology in the delivery of instruction and other office duties.
2. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.
3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices; show a willingness to work effectively in a culturally diverse workplace and not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.
4. Support the mission of the college, i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement.
5. Maintain a positive attitude of service toward students, co-workers, and others.

6. Promote and support service-learning activities.
7. Develop and use assessment of student learning methods in the classroom setting and contribute to campus-wide assessment projects.
8. Maintain in coordination with other department faculty (full-time and adjunct) an up-to-date, complete, and well-organized syllabus for each course taught by the Vice President for Academic Affairs.
9. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
10. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
11. Include a writing component in each course and encourage students to utilize tutoring services.
12. Incorporate the use of the MSC Library and Student Success Center in all courses and make recommendations for library purchases.
13. Support the President's Scholars Program.
14. Participate in Professional Development.
15. Perform other duties as may be assigned/required by supervisors.
16. To meet objectives of online work-related situations, all faculty must have access to 24/7 reliable off-campus Internet.
17. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a; through the Department of Homeland Security as directed by MSC administrative staff and campus police.

Faculty/Chair Job Functions:

1. Teach a minimum of 15-semester credits or equivalent hours in courses including Business, Accounting, and/or Economics. May be required to assist with other Business courses where qualified and at the direction of the Dean of Agriculture, Business, & Occupational Technology. Courses may be taught in-person, online, asynchronously, or synchronously.
2. Provide direction and involvement in all aspects of program implementation, including curriculum design, refinement and sequencing, classroom design, hardware/software selection, student recruitment, business and industry contacts, and any other activity necessary.
3. Use appropriate evaluation instruments to measure student progress while maintaining the process of data-based decision-making for curriculum improvement.
4. Provide office hour opportunities for students seeking assistance with course work, enrollment, or career counseling. Office hours must be posted in the syllabus and appropriate for student availability.

5. Enter assessment data into Taskstream at the end of every semester.
6. Serve as a graduation advisor for the Business program.
7. Maintain professionalism as described in the MSC Faculty Handbook.
8. Participate professionally in state and regional Business organizations.
9. Serve as an advisor to the Murray State College Business student group (FBLA).

Required Knowledge, Skills, and Abilities

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Demonstrate excellence in providing customer service.
- Demonstrate analytical skills, exceptional organizational skills, and the ability to think strategically and tactfully.
- Create an effective working environment for all personnel within the program.
- Encourage scholarly and creative activities and encourage service to the College and the community.
- Demonstrate an ability to work with a diverse population representing a wide range of abilities and ages.

Hours:

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). However, this position requires a flexible schedule, including but not limited to Business program activities and events on evenings and weekends. MSC expects the chosen candidate to work on-site and on campus. Other professional activities may be scheduled in accordance with college policy and in cooperation with the respective Dean and the Office of Academic Affairs.

Qualification Standards:

1. **Minimum Education Required:** Master's degree in Economics, Accounting, or Business; or related degree with a minimum of 18 graduate hours in Business.
2. **Preferred Experience:** Preferred two years of successful teaching with a strong background in the subject areas identified in paragraph one of this section. Experience teaching distance education classes and students with a variety of racial and cultural backgrounds is desired.
3. **Licenses:** Valid Oklahoma Driver's License, or willingness to obtain.
4. **Professionalism:** Faculty at MSC are expected to demonstrate dedication to teaching and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
5. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
6. **Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application
2. Résumé
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline:

The position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.