



JOB DESCRIPTION- ENGLISH FACULTY

General Description/Primary Purpose:

Provides excellent instruction in collegiate English and other applicable writing courses on both the Tishomingo and Ardmore campuses and contributes to campus-wide activities by performing essential functions as listed below.

Classification: Full-Time Faculty

Academic Rank: Instructor

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

Appointment: 10 month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and 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 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 offers the best of both worlds: small- town life with access to big city offerings.

General Job Functions:

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 on the basis of 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 as set forth by the Vice President of 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 virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.

Specific Job Functions:

1. Teach a minimum of 15 semester credit or equivalent hours in English and Writing courses. Courses may be offered in an online, traditional lecture, or hybrid format either on the MSC Tishomingo Campus or the Campus in Ardmore.
2. Participate in occasional community service activities and programs.
3. 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.
4. Use appropriate evaluation instruments to measure student progress while maintaining the process of data-based decision making for curriculum improvement.
5. Enter assessment data into Taskstream at the end of every semester.
6. Serve as a graduation advisor.
7. Maintain professionalism as described in the MSC Faculty handbook.

8. Participate professional in state and regional organizations
9. 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
10. Homeland Security as directed by MSC administrative staff and campus police.

Required Knowledge, Skills, and Abilities:

Individuals must possess these kinds of 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 accommodations, using some other combination of skills and abilities.

- Demonstrate a deep understanding of germane subject matter that goes well beyond the introductory textbook level.
- Experience and/or training in the use of state-of-the-art technology in the delivery of instruction, including but not limited to the Internet and Zoom.
- Develop critical thinking exercises and well-organized lectures.
- Communicate clearly and effectively to students in online courses as well as in in-person classes.

Other Ergonomic Requirements:

Performance of job functions related to instruction requires seeing, hearing and speaking as well as some amount of stooping, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Generally, Monday through Thursday hours will be 8:00 a.m. to 5:00 p.m. and Friday hours will be 8:00 a.m. to 12:00 noon (37.5 hours). Office hours are required to allow for student interaction. For faculty teaching evening classes, release time is scheduled during the normal workday. Other professional activities can be scheduled in accordance with college policy and in cooperation with the Program Chair, Dean, and the Vice President for Academic Affairs.

Qualification Standards:

1. **Minimum Education Required:** Master's degree in English; or related degree with a minimum of 18 graduate hours in English.
2. **Experience Preferred:** Preferred two years 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. **Professionalism:** Faculty at MSC are expected to demonstrate dedication to teaching and to showing professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times while performing their responsibilities.
5. **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. Resume.
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:

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.