



**JOB DESCRIPTION-GUNSMITHING BACHELOR'S DEGREE PROGRAM
CHAIR/INSTRUCTOR**

General Description/ Primary Purpose:

The Murray State College (MSC) Gunsmithing Bachelor's Degree Program Chair/Instructor will serve as the academic leader for the MSC Bachelor's program in Gunsmithing. In addition to chairing the program, this individual will provide excellent instruction within the Gunsmithing Program. This position is located on the Tishomingo Campus.

Classification: Full-Time Faculty

Academic Rank: Instructor

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

Appointment: 12-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 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.

Description of Job Functions:

1. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.
2. Demonstrate experience and/or willingness to learn and use state-of-the-art technology for instructional delivery and other office duties.
3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices and shows 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.
5. Promote and maintain a positive attitude toward students, coworkers and others.
6. Participate in community service activities and programs.
7. Promote and support service learning activities.
8. Develop and use assessment of student learning methods at least every two weeks and contribute to campus-wide assessment projects.
9. Use appropriate evaluation instruments to measure student progress at specified intervals.
10. Maintain in coordination with other department faculty (adjunct and full-time) an up-to-date, complete and well-organized syllabus for each course taught as set forth by the office of Academic Affairs.
11. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
12. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
13. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
14. Include a writing component in each course and encourage students to utilize the "Help Center".
15. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.
16. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.
17. Actively support clubs and extracurricular activities.
18. Serve on and contribute to campus-wide committees.
19. Support the President's Scholars Program.
20. Implement strategies to enhance college recruitment, retention, and graduation rates.
21. Participate in professional development activities, including All Employee Meetings.
22. Carry out assigned duties and responsibilities associated with the annual interscholastic contest.
23. Following institutional policy, efficiently a work-study position(s) (when available) to help in the accomplishment of other general responsibilities.
24. Serve as a mentor to adjunct faculty.
25. Attain the ability to commute to distance learning sites.

26. Participate in strategic planning initiatives (including Taskstream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
27. Contribute to the overall institutional focus to perpetuate student success.
28. Support the institutional general education program.
29. Perform other duties as may be assigned by supervisors.
30. 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.
31. Before or upon employment the successful candidate must complete mandatory NIMS training IS-700.a and IS-100.HE

Specific Job Functions:

1. Initiate, plan, and oversee implementation of all academic offerings in the Bachelor of Gunsmithing Program, with appropriate involvement of program members, division, Academic Affairs, and College planning bodies.
2. Take a leading role in academic program quality and assessment of student learning outcomes. Support recommendations for the Academic Council and communicate with the program faculty.
3. Provide direction and involvement in all aspects of program implementation, including curriculum design, refinement and sequencing, classroom/lab design, hardware/software selection, student recruitment, business and industry contacts, graduate placement, and any other activity necessary.
4. Assist with the planning and implementation of the NRA Summer Program in cooperation with all involved individuals and agencies.
5. Ensure that the College catalog is accurate, well written, and current, and assist in preparing all relevant College documents, including the class schedule, brochures, etc.
6. Maintain an inventory of current course syllabi, and monitor the development of new and revised syllabi.
7. Maintain and search for new articulation agreements/memoranda of understanding with outside resources to improve the program. Participate in CEP if applicable.
8. Call faculty meetings for curriculum development, class scheduling, and textbook evaluation and adoption.

9. Assist the Dean in submitting class scheduling and textbooks.
10. Maintain an active Advisory Committee, which meets at least once a year.
11. Perform yearly program/curriculum reviews and updates with state and national requirements as necessary.
12. Submit Annual Review Reports and schedule site visits as needed to maintain programs.
13. Ensure that College personnel policy and procedure are appropriately applied to personnel matters within the program.
14. Utilize College policy and procedure to resolve faculty and staff grievances, concerns, and problems.
15. Consult with faculty members and the OAA regarding faculty and adjunct recruitment, appointments, promotion, sabbatical leave, faculty retention, and other personnel matters, adhering to all appropriate policies and procedures.
16. Schedule and coordinate work-study students.
17. Meet with adjunct faculty every semester to discuss issues and improve the delivery of course content (may take place via email, conference call, or face-to-face).
18. Monitor equitable course loads with the program.
19. Meet with adjunct faculty every semester to discuss issues and improve the delivery of course content (may take place via email, conference call, or face-to-face).
20. Provide appropriate advisement and consultation for students in the program.
21. Coordinate with financial aid regarding scholarships when necessary.
22. Ensure graduates' ability to meet local and regional employment standards and needs by conducting recent graduate surveys.
23. Assist Dean in submitting budget requests and course fees and maintaining program budget needs.
24. Monitor program inventory, supplies, and capital equipment.
25. Faculty load and duty will be determined and placed in AA and HR files by the Academic Affairs Office.
26. The Academic Affairs Office shall be responsible for ensuring that this teaching occurs.
27. With the approval of the Academic Affairs Office, Chairs may also teach overload courses for additional remuneration.

Required Knowledge, Skills, and Abilities:

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

- Demonstrate competence in using and teaching the software necessary for the Gunsmithing Program.
- Demonstrate an understanding of subject matter well beyond the introductory textbook level.
- Demonstrate expertise in machine tools.
- Write clearly and effectively for a variety of writing tasks.
- Communicate clearly and effectively to students, administrators, faculty, and employees.
- Develop critical thinking exercises and well-organized lectures.
- Operate a computer and learn to use various programs to support teaching and campus-wide activities.
- Operate electronic multimedia instructional equipment in a classroom setting.

Other Ergonomic Requirements:

Performance of job functions related to instruction that 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 demonstrate otherwise how they can perform the essential functions of the job.

Hours:

Generally, weekday (Monday through Friday) hours and evenings will vary to achieve 37.5 hours per week. Sunday evenings may also be included when needed. Occasionally, responsibilities require work on weekends and/or beyond these hours. Some travel will be required. Office hours are required to allow for student interaction. Hours may change from semester to semester depending on student schedules and needs. Other professional activities can be scheduled by college policy and in cooperation with the Dean and the Vice President for Academic Affairs.

Qualification Standards:

1. **Minimum Education/Experience Required:** Associate's degree or equivalent education and experience in the gunsmithing industry. Plus, a Bachelor's degree or commensurate experience.
2. **Preferred Education/ Experience:** Five or more years of experience working as a gunsmith, Master's Degree in Technical major
3. **Professionalism:** Employees of Murray State College are expected to demonstrate dedication to teaching and to show 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.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted prior to employment of this position.

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.