



**JOB DESCRIPTION- INDUSTRIAL ENGINEERING TECHNOLOGY (IET)  
PROGRAM CHAIR/ FACULTY**

**Description/ Primary Purpose:**

To provide excellent instruction in industrial engineering technology. This position is primarily located on the Tishomingo Campus but will include the Ardmore campus and/or virtually as required. In addition, contribute to campus-wide activities by performing other essential functions as listed below.

**Classification:** Full-time Faculty

**Academic Rank:** Instructor

**Appointment:** 12-month

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

**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 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. Use state-of-the-art technology in the delivery of instruction and other office duties.
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 fellow program 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. Teach a normal course load of 12 semester hours that include, but are not limited to courses in Machine Tool, CNC, CAD/CAM, welding, and safety.
16. Provide direction and involvement in 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 necessary activity.
17. Demonstrate a dedication to the teaching function by using effective teaching materials that utilize multimedia classroom instruction.
18. Maintain professionalism as described in the MSC Faculty Handbook.
19. Serve as a graduate advisor for Industrial Engineer majors.
20. Maintain an effective student learning assessment process such that data-based decisions emerge, resulting in curriculum improvement
21. Organize and participate in the Industrial Engineering Advisory Committee.
22. Participate professionally in national, state, and regional professional organizations as applicable.
23. Perform other duties as may be assigned/required by supervisors.
24. 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.
25. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a..

**Chair Job Functions:**

1. Coordinate, direct and participate in all activities involved in the management of the programs of the Department.
2. Provide leadership in strategic planning, course and program evaluation, and assessment of student learning.
3. Serve as a mentor and principal evaluator for adjunct faculty.
4. Prepare all written documents required by college departments on a timely basis.

5. Revise, enforce, and provide all policies and procedures relating to the departmental program.
6. Receive student concerns and complaints and handle them as dictated by program and campus policy.
7. Ensure students demonstrate achievement of skills and knowledge through performance, test scores, graduation rates, and job placement.
8. Work closely with baccalaureate degree-granting institutions to better align the curricula and expectations.
9. Prepare and submit course schedules, recruit part-time, full-time, and/or adjunct faculty and staff, and provide guidance and support for their professional development.
10. Ensure graduate's ability to meet local and regional employment standards and needs by conducting recent graduate surveys.
11. Actively support the recommendations of the Academic Council and communicate to the departmental faculty.
12. Be an effective communications link between faculty and the administration.
13. Maintain equitable course loads within the department.
14. Assist the Office of Academic Affairs in the supervision and evaluation of faculty by the faculty evaluation system.
15. Monitor low enrollment classes and recommend appropriate action to the OAA.

### **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 program.
- Demonstrate an understanding of subject matter well beyond the introductory textbook level.
- Demonstrate expertise in machine tools.
- Write clearly and effectively to students, administrators, other faculty, and employees.
- Develop critical thinking exercises and well-organized lectures.
- Skills in mathematics, computer technology, electronics, machinery, and programmable logic controllers.
- Operate electronic multimedia instructional equipment in a classroom setting.

### **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 how they can perform the essential functions of the job.

### **Hours:**

Generally, weekday Monday- Thursday 8:00 a.m.- 5:00 p.m. and Fridays 8:00 a.m.- 12 noon (37.5 hours). 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.

### **Qualification Standards:**

- 1. Minimum Educational Qualifications:** Associates degree or equivalent in a related degree program with courses in related technologies (Machine Tool, CNC, CAD/CAM, Welding, Safety, or other Technology Degrees). A bachelor's degree is preferred.
- 2. Minimum Experience Qualifications:** Two years of experience working in Industrial Engineering. Five years of experience working in industrial engineering is preferred.
- 3. 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.
- 4. Image:** MSC employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities. All faculty and staff must follow the departmental dress code.
- 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. Official transcript(s) required
4. Murray State College employment application
5. Complete the Background Check Consent Form on the MSC Website

### **Submit Application to:**

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

**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.