



## **JOB DESCRIPTION- INTERIM GOVERNMENT FACULTY**

### **General Description/Primary Purpose:**

Provide excellent instruction in Government on the Tishomingo and Ardmore Campuses and contribute to campus-wide activities by performing other essential functions as listed below.

**Classification:** Faculty -Temporary

**Academic Rank:** Instructor

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

**Appointment:** 5 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.

### **General 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 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 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 of service 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 week and contribute to

campus-wide assessment projects.

9. Use appropriate evaluation instruments to measure student progress at specified intervals.
10. Follow grading guidelines as set forth in the faculty handbook.
11. Submit assessment of student learning data into Taskstream course management software each semester and make modifications to teaching methods as needed.
12. Maintain in coordination with other department faculty (adjunct and fulltime) an up-to-date, complete, and well-organized syllabus following the MSC template requirements for each course taught as set forth by the Office of Academic Affairs.
13. Develop and maintain curricula that appropriately reflect current knowledge in the discipline and are in alignment with department curriculum guidelines.
14. Cooperate with the Academic Chair in the selection of textbooks and teaching materials.
15. Maintain a minimum of six scheduled office hours that match the modality of courses taught.
16. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
17. Encourage the use of the Academic Resource Center.
18. Incorporate the use of the MSC library and make recommendations for library purchases.
19. Sponsor clubs and extra-curricular activities.
20. Serve on and contribute to campus-wide committees.
21. Support the President's Scholars Program as assigned.
22. Implement strategies to enhance college recruitment, retention, and graduation rates.
23. Participate in applicable professional development activities, including All Employee Meetings.
24. Carry out assigned duties and responsibilities associated with the annual interscholastic contest.
25. Following institutional policy, efficiently use a work-study position(s) (when available) to help in the accomplishment of other general responsibilities.
26. Serve as a mentor to adjunct faculty.
27. Provide instruction to distance learning sites as assigned.
28. Participate in strategic planning initiatives (including Taskstream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
29. Support the institutional General Education program.
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. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a.

32. Perform other duties as may be assigned by supervisors.

**Specific Job Functions:**

1. Teach a minimum of 15 semester credit or equivalent hours in courses that may include GVT1113- American Federal Government, GVT2343 - Introduction to State and Local Government and GVT2810 - Special Problems in Government.
2. Monitor quality and coverage in courses taught by adjunct faculty as assigned.
3. Serve as an academic advisor for department majors.
4. Select, train and supervise peer tutor position(s) in the credentialed field.

**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 accommodations, by using some other combination of skills and abilities.

- Demonstrate a scholarly level of understanding of all subject matter to be taught.
- Demonstrate clear and effective communication skills (oral and written).
- Create and maintain a desirable group climate which enhances student learning and student self-discipline in a classroom that may have as many as forty or more students.
- Demonstrate ability to present well-organized lectures.
- Demonstrate a dedication to the teaching function through continual development, use of and assessment of effective teaching materials that utilize multimedia classroom instruction.
- Demonstrate support of the two-year college's role in higher education.
- Demonstrate experience or willingness to work effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Demonstrate experience or willingness to learn and use state-of-the-art technology in the delivery of instruction, including but not limited to Zoom, Blackboard, and ITV.

**Other Ergonomic Requirements:**

Performance of job functions related to instruction requires 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, weekday hours are Monday through Thursday hours 8:00 a.m. to 5:00 p.m and Friday 8 am. to 12:00 pm. Evening classes may be assigned on the main campus and/or other possible

sites as needed. 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 office of Academic Affairs.

### **Qualification Standards:**

1. **Minimum Educational Qualifications:** Master's degree in Political Science, Public Administration, International Relations, or 18 graduate hours of study in teaching subject.
2. **Minimum Experience:** Post-graduate work in the field. Also a working knowledge of Blackboard and Assessment software. Two years of successful teaching experience.
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 transcript(s) required upon employment.
4. Murray State College employment application.
5. Complete Background Check Consent Form on MSC Website.

### **Submit Application to:**

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