



JOB DESCRIPTION- MATHEMATICS FACULTY & LAB COORDINATOR

General Description/Primary Purpose:

This position will provide excellent instruction in foundational college mathematics courses on the Tishomingo campus and at the Ardmore location (other possible sites required by class schedules). Contribute to campus-wide activities by performing other essential functions as listed below

Classification: Full-time, Faculty

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

Appointment: 10-month-renewable annually

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 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 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.
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 two weeks and contribute to campus-wide assessment projects.
9. Use appropriate evaluation instruments to measure student progress at specified intervals.

10. Submit assessment data into Taskstream course management software each semester and make modifications to teaching methods as needed.
11. 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.
12. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
13. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
14. Follow MSC Mathematics syllabus template requirements
15. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
16. Include a writing component in each course and encourage students to utilize the Help Center, Student Success Center, and Mathematics Lab.
17. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.
18. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.
19. Actively support clubs and extracurricular activities.
20. Serve on and contribute to campus-wide committees.
21. Support the President's Scholars Program.
22. Implement strategies to enhance college recruitment, retention, and graduation rates.
23. Participate in applicable professional development activities, including the All Employee Meetings.
24. Carry out assigned duties and responsibilities and duties 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. Attain ability to commute to distance learning sites.
28. Participate in strategic planning initiatives (including Taskstream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
29. Contribute to the overall institutional focus to perpetuate student success.
30. Support the institutional General Education program.
31. Perform other duties as may be assigned by supervisors.
32. 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.

33. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a.

Faculty Job Functions:

1. Teach a minimum of 12 semester credit or equivalent hours in college-level mathematics, calculus, trigonometry, modeling or other classes commensurate with experience and credentials. May also be expected to teach foundational mathematics. Experience or credentials associated with the teaching of mathematics and computer science is favorable. A secondary instructional area is possible in Computer Science. May be required to coordinate the Tishomingo Math Lab.
2. Teach assigned courses in accordance with catalog descriptions, based on approved syllabi, and aligned with equivalent courses at our regional peer institutions.
3. Work with other faculty teaching similar courses to maintain curricular consistency across sections on both the Ardmore and Tishomingo campuses.
4. Maintain professionalism as described in the MSC Faculty Handbook.
5. Maintain and revise official syllabi every semester.
6. Work closely with other math faculty to develop, access, and maintain all transitional math courses and corequisite math courses.
7. Work with mathematics faculty to develop and maintain curricula that appropriately reflect current knowledge in the discipline, including the impact of cultural diversity issues on course content and instructional practices.

Mathematics Lab Coordinator Job Functions:

1. Direct and facilitate the mathematics lab.
2. Select, train, and supervise professional and peer tutor positions in mathematics.
3. Prepare an annual budget request for teaching/laboratory supplies and equipment needed to maintain an excellent teaching environment.
4. Facilitate maintenance of existing supplies and equipment.
5. Assist the Division chair in selection and training of adjunct instructors for transitional courses.
6. Work closely with other math faculty to develop, access, and maintain all transitional math courses and corequisite math courses.

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 an understanding of all subject matter to be taught.
- Create and maintain a desirable group climate which enhances student learning and student self-discipline in a classroom that may have as many as thirty or more students.
- Demonstrate ability to assess individual student's understanding of mathematical concepts.
- Demonstrate a dedication to the teaching function through continual development, use of and assessment of effective teaching materials that utilize multimedia classroom instruction.

Other Ergonomic Requirements;

Performance of job functions related to instruction requires seeing, hearing and speaking, as well as, some amount of stooping, kneeling, bending, crouching, 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 (Monday through Friday) will be 8:00 a.m. to 5:00 p.m.; however, occasional early morning, evening, and weekend hours may be necessary. Online and evening classes will be assigned as needed on either campus. 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 Division Chair and the Vice President for Academic Affairs.

Qualification Standards:

1. **Minimum Educational Qualifications:** Bachelor's degree in Mathematics or related degree and experience.
2. **Preferred Educational Qualifications:** Good academic background in mathematics with a Master's degree and at least 18 graduate semester hours in mathematics including some pedagogical coursework. Demonstrated experience and/or training in teaching students from a variety of racial and cultural backgrounds. Additional background, education, or experience in computer science can be beneficial.
3. **Preferred Experience:** Minimum of two years of successful classroom teaching.
4. **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.
5. **Image:** Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times.

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 service