



JOB DESCRIPTION- NURSING ADJUNCT INSTRUCTOR

General Description/Primary Purpose:

Provide excellent instruction in nursing on the Tishomingo campus, at the Ardmore Higher Education Center, and/or other possible sites required by class schedules. Contribute to campus-wide activities by performing other essential functions as listed below

Classification: Faculty-Adjunct, Non-Exempt

Appointment: 10 month, renewed annually

Salary: \$600 per credit hour

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 provides the best of both worlds: small-town life with access to big-city offerings.

Must be eligible to work in the U.S. Employment is contingent upon the results of a national criminal & sex offender background check.

Description of Duties:

1. Demonstrate experience and/or willingness to learn and use state-of-the-art technology to deliver instruction and other office duties.
2. 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.
3. Support the mission of the college.
4. Maintain a positive attitude of service toward students, coworkers, and others.

5. Participate in community service activities and programs.
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. Use appropriate evaluation instruments to measure student progress at specified intervals.
9. 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 Vice President of Academic Affairs.
10. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
11. Cooperate with departmental faculty in selecting textbooks and teaching materials.
12. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
13. Each course should include a writing campout and encourage students to utilize the "Help Center".
14. Incorporate the use of the MSC library in all courses and recommend library purchases.
15. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.
16. Actively support clubs and extracurricular activities.
17. Serve on and contribute to campus-wide committees.
18. Support the President's Scholars Program.
19. Assist with college recruitment and retention
20. Participate in Professional Development.
21. Perform other duties as may be assigned by supervisors.
22. Carry out assigned duties and responsibilities and duties associated with the annual interscholastic contest.
23. Efficiently use 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 ability to commute to distance learning sites

26. 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. Instructional:

- a. Maintain in coordination with other Nursing faculty (adjunct and full-time) an up-to-date, complete, and well-organized syllabus for each course taught. Keep a current copy on file with the office of the Provost.
- b. Be responsible with other course instructors 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. Including the review and evaluation of audiovisual materials sent to the nursing area for preview.
- c. Maintain scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
- d. Serve as academic advisor to students in related majors.
- e. Foster and maintain satisfactory relationships with other faculty members and with the personnel in the health agencies utilized for clinical laboratory experiences.
- f. Create and maintain a desirable group climate, which enhances student learning and self-discipline. Select and supervise clinical experiences that provide learning opportunities correlated with the studied content.
- g. Serve as a role model in appearance and behavior for nursing students.
- h. Be immunized for rubella, rubeola, and chickenpox is not proven immune, be tested annually for tuberculosis, be immunized for hepatitis B or sign a refusal form, and receive other such immunizations or testing as required by clinical facilities or state and/or federal law.

2. On-Campus Laboratories:

- a. Ensure adequate and appropriate supplies are available for students to practice assigned nursing procedures.
- b. Assist in organizing the equipment and materials for efficient use by students and faculty. Assist students in locating and using materials and equipment needed for learning activities.
- c. Create and maintain a climate that enhances student learning and student self-discipline.
- d. Demonstrate assigned nursing procedures and evaluate return demonstrations by the students as indicated in curricular materials.
- e. Assist in maintaining an accurate inventory of all equipment and supplies within the nursing skills laboratory and of all equipment, software, and reading references in the LRC and ensure that all assigned equipment and software are in working order.

3. Departmental:

- a. Discuss knowledgeably the education philosophy of Murray State College and how the associate degree nursing program functions within that philosophy.
- b. Submit written materials as requested by the nursing program director and/or the VPAA.
- c. Collaborate with the total nursing faculty in developing and maintaining curricula that appropriately reflect current knowledge in the discipline, including the impact of cultural diversity issues on course content and instructional practices and the selection of textbooks and teaching materials.

Required Knowledge, Skills, and Abilities:

1. Demonstrate a scholarly understanding of all subject matter to be taught.
2. Demonstrate clear and effective communication skills (oral and written).
3. Create and maintain a desirable group climate that enhances student learning and self-discipline in a classroom with as many as forty or more students.
4. Demonstrate the ability to present well-organized lectures.
5. Demonstrate sufficient manual dexterity to perform such technical skills as inserting a nasogastric tube, starting an IV, giving an injection, inserting a Foley catheter, etc.

6. Demonstrate the visual and auditory acuity necessary to perform and supervise client assessments in the clinical setting.
7. Demonstrate the physical ability to perform adult and pediatric CPR and Heimlich maneuver.
8. Set up and teach laboratory exercises that involve appropriate equipment and materials. Move and operate various equipment in the skills lab and clinical laboratory setting.
9. Drive college-owned vehicles to facilities for clinical laboratory supervision.
10. Develop critical thinking exercises and well-organized lectures that teach writing, reading, and speaking skills.
11. Demonstrate a dedication to the teaching function through continual development, use of, and assessment of effective teaching materials that utilize multimedia classroom instruction.
12. Possess knowledge/experience for ITV (presentations and/or preparation) or be willing to train in this area.
13. Demonstrate support of the two-year college's role in higher education.
14. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices.
15. Participate in community service activities and programs.
16. Demonstrate ability to set goals and strive to achieve them.
17. Demonstrate experience or willingness to work effectively in a culturally diverse workplace and/or serve clientele from various racial and cultural backgrounds.
18. Demonstrate experience or willingness to learn and use state-of-the-art technology in the delivery of instruction, including but not limited to interactive television, the Internet, and Telecourses.
19. Communicate by telephone in a friendly, polite manner with public school officials and community leaders.

Other Ergonomic Requirements:

Performance of job functions related to instruction requires seeing, hearing, and speaking, as well as stooping, kneeling, bending, crouching, reaching, lifting, walking, and carrying 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 or explain how they can perform the essential functions of the job

Hours:

Murray State College Nursing Faculty are expected to work a 37.5-hour work week. With the use of Blackboard in all of our nursing courses, there will be opportunities for faculty to work from home on an approved schedule. Faculty must be on campus during their teaching units, scheduled student advisement dates, faculty meetings, and published office hours. The hours will vary on clinical days (two days per week) but generally begin before 6:00 AM and are completed by 3:30 PM. Other professional activities can be scheduled in accordance with college policy and in cooperation with the VPAA.

Qualification Standards:

1. **Minimum Educational Qualifications:** A Bachelor's degree in Nursing plus evidence of continued progress toward a master's or higher degree in nursing with completion of a minimum of six semester hours each calendar year after employment.
2. **Preferred Educational Qualifications:** Master's degree in Nursing.
3. **Minimum Experience:** Two years of full-time equivalent practice as a registered nurse in a clinical setting, one year of which must be in a hospital within the last five years preceding the first date of first employment as a nursing instructor.
4. **Preferred Experience:** At least two years of verified successful teaching experience in Nursing.
5. **License:** A current license to practice as a registered nurse in Oklahoma.
6. **Professionalism:** A minimum of \$1 million professional liability insurance coverage by a company approved or licensed by the Oklahoma State Insurance Department and a current membership in a professional organization as approved by the Nursing Program Director.
7. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
8. **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. Three letters of recommendation or college placement file with at least three recommendations.
4. Unofficial college transcripts (for both undergraduate and graduate course work).
(NOTE: Official transcript(s) required upon employment.)
5. Murray State College employment application
6. Complete the Background Check Consent Form

Submit an application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 118
Tishomingo, OK 73460
humanresources@mscok.edu

Application Deadline: Applications are needed as soon as possible for the Fall 2023 semester. Review of applications will begin immediately & continue until positions are filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/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 education services.