## JOB DESCRIPTION- ONLINE ENGLISH ADJUNCT

**General Description/Primary Purpose**

Provide excellent instruction in college courses online for Murray State College. Contribute to campus-wide activities by performing other essential functions as listed below.

**Classification:** Adjunct, Non-Exempt

**Salary:** $600 per credit hour

**Appointment:** Renewed by semester

**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.

**Description of Duties:**

1. Provide direction and involvement in aspects of class implementation, including curriculum design, refinement and sequencing, class design, hardware/software selection, and other necessary activities.
2. Use appropriate evaluation instruments to measure student progress while maintaining the process of data-based decision making for curriculum improvement.
3. Maintain professionalism as described in the MSC Faculty handbook.
4. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.
5. Demonstrate experience and/or willingness to learn and use state-of-the-art technology in the delivery of instruction and other office duties.
6. 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.
7. Support the mission of the college.
8. Maintain a positive attitude of service toward students, coworkers and others.
9. Promote and support service learning activities.

10. Develop and use assessment of student learning methods at least every two weeks and contribute to campus-wide assessment projects.
11. Use appropriate evaluation instruments to measure student progress at specified intervals.
12. 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 VPAA and Dean of Instruction.
13. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
14. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
15. Provide flexible appointments to students' when necessary.
16. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.
17. Actively support clubs and extracurricular activities.
18. Support the President's Scholars Program.
19. Participate in applicable professional development activities.
20. Perform other duties as may be assigned by supervisors.
21. Attain ability to commute to distance learning sites.
22. Participate in strategic planning initiatives (including TaskStream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
23. Contribute to the overall institutional focus to perpetuate student success.
24. Support the institutional General Education program.
25. 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.
26. Complete all training assigned by the Human Resources Department.

**Qualification Standards:**
1. **Minimum Education Required:** Master's degree in English; or related degree with a minimum of 18 graduate hours in English.
2. **Experience:** Two years of successful teaching English or related topics preferred. Experience teaching distance education classes and students with a variety of racial and cultural backgrounds is desired.
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.
6. **Adjunct Training:** Adjunct Faculty are required to participate in professional development before classes begin. Online faculty will require additional professional development.

**Application Process:**

1. Letter of application
2. Resume
3. Official college transcript(s)
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
humanresources@mscok.edu