

Murray State College
Tishomingo, OK 73460

Job Description

CHEMISTRY INSTRUCTOR

General Description/Primary Purpose

Provide excellent instruction in college chemistry courses 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 – Tenure Track

Salary: \$34,200 + commensurate with qualifications, education and experience.

Appointment: 9 month appointment

Academic Rank: Instructor

Description of Duties and Tasks:

Essential Job Functions:

1. Teach a minimum of 12 semester credit or equivalent hours in courses that include but are not limited to general chemistry, organic chemistry and/or other science courses. Extensive laboratory responsibilities are described below and replace three semester hours of the normal 15-hour teaching load.
2. Supervise and coordinate chemistry labs taught both on the Tishomingo campus and at the Ardmore Higher Education Center.
3. Prepare and/or supervise the preparation of laboratory materials for teaching each weekly laboratory session associated with each chemistry course. Insure that equipment and materials are available in good repair and in proper storage.
4. Maintain in coordination with other science faculty (adjunct and full-time) an up-to-date, complete and well-organized syllabus for each course taught for mathematics and computer science courses. Keep a current copy on file with the department chair and the office of the Provost.
5. 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 and the selection of textbooks and teaching materials.
6. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
7. Serve as academic advisor to students in related majors.

8. Support the "Writing Across the Curriculum" concept by requiring writing assignments in every course, and encourage students to utilize the "Help Center" when necessary.
9. To the extent possible, incorporate the use of the MSC library into all courses.
10. Develop and maintain an attitude of service toward students, co-workers and others.
11. Serve on and contribute to campus-wide committees as assigned.

Marginal Job Functions:

1. Support the "President's Scholars Program" upon request.
2. Promote good public relations for the college with personal involvement and leadership in civic and/or other activities.
3. Efficiently use a work-study position(s) to help in the accomplishment of other general responsibilities.
4. Actively participate in college recruitment activities.
5. Participate professionally in state and regional science societies.
6. Develop professionally as described in the "Employee Handbook".
7. Perform other duties as may be assigned by supervisors.

Required Knowledge, Skills, and Abilities:

1. Demonstrate a scholarly level of 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 which enhances student learning and student self-discipline in a classroom that may have as many as forty or more students.
4. Demonstrate ability to present well-organized lectures and critical thinking exercises which teach the scientific process and complex chemical concepts in such areas as thermodynamics, kinetics, oxidation and reduction, electrochemistry, etc.
5. Set up and teach laboratory exercises that involve appropriate equipment and materials. Maintain a teaching collection of molecular models, spectra tubes, etc. Handle all chemicals and other laboratory supplies and materials in a safe manner.
6. Demonstrate a dedication to the teaching function through continual development, use of and assessment of effective teaching materials that utilize multimedia classroom instruction.

7. Possess knowledge/experience for ITV (presentations and/or preparation) or be willing to train in this area.
8. Demonstrate support of the two-year college's role in higher education.
9. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices.
10. Participate in community service activities and programs.
11. Demonstrate ability to set goals and strive to achieve them.
12. Demonstrate experience or willingness to work effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
13. 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.
14. Communicate by telephone in a friendly, polite manner with public school officials and community leaders.

Other Ergonomical 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 (Monday through Friday) hours will be 8:00 a.m. to 5:00 p.m. Evening classes will be assigned as needed on campus and at the Ardmore Higher Education Center. 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 Provost.

Qualification Standards:

1. **Minimum Educational Qualifications:** Master's degree in Chemistry and/or related degree or experience.
2. **Preferred Educational Qualifications:**
 - a. Strong academic background in inorganic, organic, analytical and physical chemistry.
 - b. At least 30 graduate hours in chemistry-based research thesis.

3. **Preferred Experience:**
 - a. Minimum of two years of successful classroom teaching.
 - b. Experience as graduate teaching assistant in courses taught as listed above.
4. **Professionalism:** Members of the Murray State College faculty 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:

Applicants must submit the following:

1. Letter of application.
2. Résumé.
3. Three letters of recommendation or up-to-date college placement file.
4. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
5. Murray State College employment application.

Mail or deliver application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 118
Tishomingo, OK 73460

Telephone Number: 580-371-2371, Extension 118

Application Deadline:

Review begins February 27, 2009.

**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 educational services.
