

MURRAY STATE COLLEGE
Tishomingo, OK 73460

Job Description

BUSINESS FACULTY

General Description/Primary Purpose:

Provides excellent instruction in collegiate Business, Accounting, Economics, Statistics, Hospitality Management, and other applicable courses and contributes to campus-wide activities by performing essential functions as listed below.

Classification: Full-Time Faculty

Academic Rank: Instructor

Salary: Salary commensurate with qualifications, education, and experience. Full fringe benefits are included as part of the salary package.

Appointment: 10-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 is comprised of 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 and Tasks:

General Job Functions – Instructional Duties:

1. Use state-of-the-art technology in the delivery of instruction and other office duties.
2. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.
3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices; show a willingness to work effectively in a culturally diverse workplace and not discriminate based on 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, i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement.
 5. Maintain a positive attitude of service toward students, co-workers, and others.
 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. Maintain in coordination with other department faculty (full-time and adjunct) an up-to-date, complete, and well-organized syllabus for each course taught by the Vice President for Academic Affairs.
 9. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
 10. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
 11. Include a writing component in each course and encourage students to utilize tutoring services.
 12. Incorporate the use of the MSC Library and Student Success Center in all courses and make recommendations for library purchases.
 13. Support the President's Scholars Program.
 14. Participate in Professional Development.
 15. Perform other duties as may be assigned/required by supervisors.
 16. 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 – Faculty Member:

1. Teach a minimum of 15-semester credits or equivalent hours in courses including Business, Accounting, Economics, and/or Hospitality Management. May be required to assist with other Business courses where qualified and at the direction of the Division Chair. Courses may be taught online, asynchronously, or synchronously.
2. Provide direction and involvement in all aspects of program implementation, including curriculum design, refinement and sequencing, classroom design, hardware/software selection, student recruitment, business and industry contacts, and any other activity necessary.
3. Use appropriate evaluation instruments to measure student progress while maintaining the process of data-based decision-making for curriculum improvement.
4. Provide office hours opportunities for students needing help. Office hours must be posted in the syllabus and appropriate for student availability.
5. Enter assessment data into Taskstream at the end of every semester.

6. Serve as a graduation advisor.
7. Maintain professionalism as described in the MSC Faculty Handbook.
8. Participate professionally in state and regional organizations (e.g., Phi Beta Lambda, ACBSP).
9. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a; through the Department of Homeland Security as directed by MSC administrative staff and campus police.

Required Knowledge, Skills, and Abilities

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

Ability to:

1. Demonstrate a deep understanding of germane subject matter beyond the introductory textbook level.
2. Experience and/or training in using state-of-the-art technology in the delivery of instruction, including but not limited to the Internet and Zoom.
3. Develop critical thinking exercises and well-organized lectures.
4. Communicate clearly and effectively to students in online courses as well as in in-person classes.

Hours:

Generally, (Monday through Friday) hours will be 8:00 a.m. to 12:00 p.m. (37.5 hours). Office hours are required to allow for student interaction. Other professional activities can be scheduled by college policy and in cooperation with the Program Chair, Dean, and the Vice President for Academic Affairs.

Qualification Standards:

1. **Minimum Education Required:** Master's degree in Economics, Accounting, or Business; or related degree with a minimum of 18 graduate hours in Business.
2. **Experience Preferred:** Preferred two years of successful teaching with a strong background in the subject areas identified in paragraph one of this section. 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 show 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 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:

Applicants must submit the following:

1. Letter of application
2. Résumé
3. Three (3) letters of employment recommendation
4. Official transcript(s) required
5. Teaching Philosophy
6. Murray State College employment application

Submit an application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 211
Tishomingo, OK 73460
humanresources@mscok.edu

Application Deadline: The start date is August 1, 2023. Review of applications will begin immediately and continue until 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 based on 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.