



## **JOB DESCRIPTION- BUSINESS ADJUNCT INSTRUCTOR**

### **General Description/Primary Purpose**

Instruct Business courses by arrangement at a level commensurate to content mastery, i.e. capstone courses.

**Classification:** Adjunct

**Salary:** \$600 per credit hour

**Appointment:** Reviewed/ Renewed Each 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 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 for instructional delivery and other office duties.
3. 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.
4. Support the mission of the college.
5. Promote and maintain a positive attitude 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. 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.
11. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
12. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
13. Contribute to the overall institutional focus to perpetuate student success.
14. Support the institutional general education program.
15. Provide appropriate advisement and consultation for students in the program.
16. Offer coursework relevant to the modern-day application of the gunsmithing trade.
17. Submit grades in a timely manner.
18. Perform other duties as may be assigned by supervisors.
19. 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.

### **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 competence in using and teaching the software necessary for the Business Program.
- Demonstrate an understanding of subject matter well beyond the introductory textbook level.
- Write clearly and effectively for a variety of writing tasks.
- Communicate clearly and effectively to students, administrators, faculty, and employees.
- Develop critical thinking exercises and well-organized lectures.
- Operate a computer and learn to use various programs to support teaching and campus-wide activities.
- Operate electronic multimedia instructional equipment in a classroom setting.

### **Other Ergonomic Requirements:**

Performance of job functions related to instruction that requires seeing, hearing, and speaking, as well as 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 demonstrate otherwise how they can perform the essential functions of the job.

## **Qualification Standards:**

- 1. Minimum Educational Qualifications/Experience:**
2. Master's degree in Economics, Accounting, or Business; or related degree with a minimum of 18 graduate hours in Business.
- 3. Preferred Educational Qualifications/Experience:**
4. 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.
- 5. 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.
- 6. Image:** MSC employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities. All faculty must follow the departmental dress code.
- 7. 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. Unofficial college transcripts (for both undergraduate and graduate course work). (NOTE: Official transcript(s) required upon employment.)
4. Murray State College employment application
5. Complete Background Check Consent form on MSC Website

## **Submit an application to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
MSCemployment@mscok.edu

**Application Deadline:** Review of applications will begin immediately & continue until positions are filled.

**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 services.