



JOB DESCRIPTION- GUNSMITHING INSTRUCTOR

General Description/Primary Purpose:

The Murray State College (MSC) Gunsmithing Instructor will provide excellent instruction in the Gunsmithing Associate of Applied Science Degree Program. This position is specifically located on the Tishomingo Campus.

Classification: Full-Time Faculty

Academic Rank: Instructor

Salary: Commensurate with Qualifications and Experience, plus Fringe Benefits

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 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 Duties:

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 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.
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. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
14. Include a writing component in each course and encourage students to utilize the "Help Center".
15. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.
16. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.
17. Actively support clubs and extracurricular activities.
18. Serve on and contribute to campus-wide committees.
19. Support the President's Scholars Program.
20. Implement strategies to enhance college recruitment, retention, and graduation rates.
21. Participate in professional development activities, including All Employee Meetings.
22. Carry out assigned duties and responsibilities associated with the annual interscholastic contest.
23. Following institutional policy, efficiently 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. Participate in strategic planning initiatives (including Taskstream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
27. Contribute to the overall institutional focus to perpetuate student success.
28. Support the institutional general education program.
29. Perform other duties as may be assigned by supervisors.

Specific Job Functions:

1. Teach a normal course load of 12 semester hours minimum that include, but are not limited to courses in bench metal work, machine metal work, checkering and stockmaking, repairing of

firearms, gun blueing and case hardening, ballistics and handloading, Riflesmithing, Pistolsmithing, and Gunsmithing theory or other courses as assigned.

2. Assist with the planning and implementation of the NRA Summer Program in cooperation with all involved individuals and agencies.
3. Provide direction and involvement in all aspects of program implementation, including curriculum design, refinement and sequencing, classroom/lab design, hardware/software selection, student recruitment, business and industry contacts, graduate placement, and any other activity necessary.
4. Demonstrate a dedication to the teaching function through use of effective teaching materials that utilize multimedia classroom instruction.
5. Assist the program chair in evaluating current Gunsmithing workforce needs, and creating, implementing, evaluating, and coordinating a developmental program of education for students in the field of Gunsmithing.
6. Maintain professionalism as described in the MSC Faculty Handbook.
7. Serve as a graduation advisor for Gunsmithing majors.
8. Maintain an effective student learning assessment process such that data based decisions emerge resulting in curriculum improvement.
9. Serve as co-sponsor for the Gunsmithing Club.
10. Develop and maintain working relationships with local potential users and/or customers of the Gunsmithing Program and the Firing Range.
11. Assist in organizing and participating in the Gunsmithing Advisory Committee.
12. Participate professionally in national, state and regional professional organizations as applicable.
13. 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.
14. 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 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 Gunsmithing Program.
- Demonstrate an understanding of subject matter well beyond the introductory textbook level.
- Demonstrate expertise in machine tools.
- Write clearly and effectively, for a variety of writing tasks.
- Communicate clearly and effectively to students, administrators, other 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 otherwise demonstrate how they can perform the essential functions of the job.

Hours:

Generally, Monday through Thursday hours will be 8:00 a.m. to 5:00 p.m. and Fridays, 8:00 a.m. to 12 noon. Evening classes may be assigned on the main campus and/or other possible sites as needed. 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 Academic Vice President.

Qualification Standards:

1. **Minimum Educational Qualifications/Experience:** Associate's degree in Gunsmithing Technology or equivalent education and experience in the gunsmithing industry.
2. **Preferred Educational Qualifications/Experience:** A.A.S. in Gunsmithing Technology, A.A.S. in Custom Gunmaking, Three years' experience as a professional gunsmith.
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:** 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.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted prior to employment for this position.

Application Process:

Applicants must provide the following:

1. Letter of Application
2. Resume
3. Official transcript(s) required
4. Murray State College employment application.
5. Background Check Consent Form

Submit 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 and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS 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.

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