



JOB DESCRIPTION-HOSPITALITY MANAGEMENT PROGRAM CHAIR/ FACULTY

General Description/Primary Purpose

The Hospitality Management Program Chair position at Murray State College will be responsible for managing the administrative functions and oversight of the Hospitality Management Program, along with maintaining hospitality facilities. A central part of this role will involve coordinating the launch of the new Chickasaw Hall hotel, ensuring the program aligns with industry needs and that students gain firsthand experience in hotel operations. The Chair will teach courses in hospitality, management, leadership, marketing, and service strategies while also integrating training on startup procedures, facility operations, and guest services related to the hotel's opening.

Classification: Full-Time Faculty

Academic Rank: Instructor or current rank

Salary: Salary commensurate with qualifications, education and experience, plus fringe benefits.

Appointment: 12-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. Oversee the Hospitality Management Program – Provide leadership and administrative oversight, ensuring the program meets academic and industry standards.
2. Coordinate Hotel Launch Efforts – Lead the setup and launch of Chickasaw Hall, ensuring student involvement in startup procedures and aligning the program with hands-on learning opportunities.
3. Teach Hospitality Courses – Instruct a variety of courses related to hospitality management, including leadership, marketing, operations, and customer service, to prepare students for careers in the industry.
4. Integrate Real-World Experience – Develop practical learning opportunities for students within

Chickasaw Hall, such as internships, job shadowing, and coursework linked to hotel startup and operations.

5. Develop Hospitality Facility Operations – Ensure the college’s hospitality facilities are well-maintained and aligned with industry standards, creating seamless integration with Chickasaw Hall operations.
6. Establish Industry Partnerships – Build and maintain relationships with local and regional hospitality leaders to enhance program resources, secure guest speakers, and provide students with networking opportunities.
7. Manage Program Administration – Handle program-specific budgeting, curriculum planning, and scheduling of classes to support program growth and student success.
8. Supervision – Hire and supervise hospitality facilities management.
9. Conduct Staff and Faculty Training – Oversee training for program faculty to ensure high-quality instruction that meets industry expectations, especially related to trends in hospitality and hotel management.
10. Assess and Improve Curriculum – Regularly evaluate and update curriculum to reflect current hospitality management practices, hotel startup strategies, and emerging trends.
11. Promote the Program – Represent and promote the Hospitality Management Program within the community and at college events, highlighting unique student experiences at Chickasaw Hall.
12. Secure and Maintain Hospitality Accreditation and Licensing – Work with local, regional, and national accrediting bodies and appropriate licensing agencies to ensure compliance of all Murray State College hospitality properties.
13. Deliver high-quality presentations, oral and written skills, and the ability to deliver clear and effective messages to influence and engage key stakeholders and the network community.
14. Evaluate faculty performance and report such evaluations to the respective department.
15. Monitor and manage the financial operations of the Hospitality Management programs.
16. Respond to additional requests, assignments, or other needs from their respective Dean.
17. Coordinate curriculum and support services with national and state educational institutes and networks in the food service and hospitality industry.
18. Assist with program advertising and marketing.
19. Facilitate credit for learning opportunities for students working within the industry and for businesses providing training.
20. Coordinate support courses with faculty in related areas of business, general education, and food science.

21. Serve as academic advisor to students and assist them with job placement and maintain current employment information.
22. Recommend and coordinate with part-time instructors to assist with adjunct instructional duties.
23. Recommend departmental budgets to the appropriate Dean and work within approved budget guidelines.
24. Meet regularly with the program advisory committee.
25. Attend administrative, division, and faculty meetings and other events as required.
26. Keep regular office hours for student access.
27. Assist with recruiting in cooperation with the Admissions Office.
28. Maintain current knowledge and skills in the field of hospitality management as well as in teaching skills.
29. Address challenges to delivering educational opportunities remotely and in a rural community college setting with a demonstrated ability to work remotely, when required, using technology or alternative means of instruction.
30. Performs other duties as assigned.
31. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
32. 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.
33. Complete all training assigned by the Human Resources Department.

Required Knowledge, Skills, and Abilities:

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

- Demonstrate excellence in providing customer service.
- Demonstrate analytical skills, exceptional organizational skills, and the ability to think strategically and tactfully.
- Create an effective working environment for all personnel within the program.
- Encourage scholarly and creative activities and encourage service to the College and the community.
- Demonstrate an ability to work with a diverse population representing a wide range of abilities and ages.

Other Ergonomic Requirements:

Performance of job functions related to instruction requires seeing, hearing and speaking, as well as, some amount of stooping, kneeling, bending, crouching, 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:

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). However, this position requires a flexible schedule, including but not limited to hospitality activities and issues on evenings and weekends. MSC expects the chosen candidate to work on-site and on campus. Must be on call to assist hospitality staff as needed with emergencies. Other professional activities may be scheduled in accordance with college policy and in cooperation with the respective Dean and the Office of Academic Affairs.

Qualification Standards:

1. **Minimum Qualifications:** Bachelor's degree in hospitality or a related field of study. Successful management experience within the hospitality industry.
2. **Preferred Educational Qualifications:** Good academic background in Hospitality with at least eighteen graduate hours in relevant coursework and demonstrated competence.
3. **Preferred Experience:** At least two years of verified successful teaching experience in college-level courses. Experience in management, business, distributive education, or education is beneficial
4. **Licenses:** Valid Oklahoma Driver's License, or willingness to obtain.
5. **Professionalism:** Employees of MSC are expected to demonstrate dedication to teaching and to show 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.
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 transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

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

Application Deadline:

The position will be filled when an acceptable candidate is identified.

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.