



## **JOB DESCRIPTION-SCIENCE FACULTY**

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

The Science Faculty member will provide instruction in Microbiology and other science courses as assigned. Responsibilities include delivering classroom and laboratory instruction, supporting student learning, maintaining academic standards, and participating in curriculum development and departmental activities. The faculty member may teach additional biology or science courses as needed to support institutional needs.

**Classification:** Full-Time Faculty

**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 and Tasks**

#### **General 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 in the delivery of instruction 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 of service 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. Submit assessment data into Taskstream course management software each semester and make modifications to teaching methods as needed.
11. 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.
12. Develop and maintain curricula that appropriately reflect current knowledge in the discipline and are in alignment with department curriculum guidelines.
13. Collaborate with departmental faculty in the selection of textbooks and teaching materials.
14. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
15. Encourage the use of tutors and Success Center.
16. Incorporate the use of the MSC library and make recommendations for library purchases.
17. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.
18. Actively support clubs and extra-curricular activities.
19. Serve on and contribute to campus-wide committees.
20. Support the President's Scholars Program.
21. Implement strategies to enhance college recruitment, retention, and graduation rates.
22. Participate in applicable professional development activities, including the All Employee Meetings.
23. Carry out assigned duties and responsibilities and duties associated with the annual interscholastic contest.
24. Following institutional policy, efficiently use a work-study position(s) (when available) to help in the accomplishment of other general responsibilities.
25. Serve as a mentor to adjunct faculty.
26. Provide instruction to distance learning sites if needed.
27. Participate in strategic planning initiatives (including Taskstream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
28. Contribute to the overall institutional focus to perpetuate student success.
29. Support the institutional General Education program.
30. Perform other duties as may be assigned by supervisors.

31. Prior to or upon employment complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a;
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.

**Specific Job Functions:**

1. Teach a minimum of 12 semester credits or equivalent hours in courses that may include Biology, Microbiology, Anatomy & Physiology I and Anatomy & Physiology II, or other classes commensurate with experience and credentials. Experience or credentials associated with the teaching of Introduction to Microbiology is also favorable.
2. The instructor may be asked to teach additional courses depending on changes to degree programs and student enrollment.
3. Teach assigned courses in accordance with catalog descriptions, based on approved syllabi, and aligned with equivalent courses at our regional peer institutions.
4. Develop and maintain a curriculum that appropriately reflects current knowledge in the discipline. The curriculum should take into consideration cultural diversity, critical thinking and quantitative reasoning.
5. Establish and assess learning objectives for each course and document the results in Taskstream.
6. Work with other faculty teaching similar courses to maintain curricular consistency across sections on both the Ardmore and Tishomingo campuses.
7. Organize and maintain lab equipment, as needed at the Tishomingo and Ardmore locations.
8. Follow proper safety procedures with respect to experiments and disposal of chemicals.
9. Serve as a graduation advisor for students for the Science degree program.
10. Support MSC student's organization activities.
11. Actively participate in recruiting activities organized by the MSC Outreach Coordinator.
12. Assist in the development of any new curriculum, as it becomes relevant.
13. Participate in Faculty Assembly as well as serve on committees.
14. Use technology, such as interactive television or video capture, to deliver instruction to off-campus sites as necessary.
15. Develop multimedia presentations for classroom instruction as well as provide students with hybrid learning opportunities to supplement instruction.

16. Create and maintain a positive learning environment.
17. Maintain and revise official syllabi every semester.
18. Attend and participate in faculty professional development.
19. Monitor quality and coverage in courses taught by adjunct faculty as assigned.
20. Serve as an academic advisor for a portion of the Science Department majors.
21. Select, train and supervise peer tutor position(s).

### **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 ability to set priorities and organize, plan, and complete assignments accurately and in a timely manner.
- Ability to provide leadership (including decision-making/problem-solving skills).
- Demonstrate an appreciation for the comprehensive, two-year college philosophy, and recognize that we are here to serve students.
- Demonstrate initiative and concern for work quality.
- Demonstrate a positive mental attitude.
- Demonstrate computer skills beyond basic operation and word processing.
- Demonstrate exemplary oral and written communication skills.
- Demonstrate spelling and proofreading skills.
- Possess ability and willingness to learn aspects of educational technology, including ITV/distance learning.
- Demonstrate experience, and/or willingness, in working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Develop and maintain an attitude of service toward students, coworkers, and others.
- Ability to learn and perform all essential job functions accurately with minimal direction.
- Valid Driver's license is required.

### **Other Ergonomic 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, (Monday through Friday) hours will be 8:00 a.m. to 12:00 p.m. (37.5 hours). Evening classes will be assigned as needed on the MSC Tishomingo and Ardmore campuses. In the event of evening classes, release time will be scheduled during the normal workday. Summer teaching may be an option. Other professional activities may be scheduled in accordance with college policy and in cooperation with the Dean and the Office of Academic Affairs.

### **Qualification Standards:**

1. **Minimum Educational Qualification:** Master's degree in any area of Science, or related degree with a minimum of 18 graduate hours in any subject areas taught.
2. **Preferred Educational Qualifications:** Good academic background in science with at least eighteen graduate hours in relevant coursework and demonstrated competence in critical thinking through completion of a research thesis.
3. **Preferred Experience:** At least two years of verified successful teaching experience in college-level courses and/or a willingness to participate, within the first two years, in an approved teaching effectiveness program resulting in an acceptable level of teaching performance in the classroom and/or laboratory.
4. **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.
5. **Image:** MSC employees are expected to maintain a neat, well-groomed, and professional image at all times.
6. **Background Check:** The successful candidate must give permission to have a formal background check conducted prior to employment for this position.

### **Application Process:**

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

### **Submit To:**

Human Resources  
Murray State College  
One Murray Campus, Suite AD104  
Tishomingo, Oklahoma 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 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 education ser