



## **JOB DESCRIPTION- NURSING ADJUNCT INSTRUCTOR**

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

Provide excellent instruction in nursing on the Tishomingo campus, Ardmore campus, and/or other possible sites required by class schedules. Contribute to campus-wide activities by performing other essential functions as listed below

**Classification:** Faculty-Adjunct, Non-Exempt

**Appointment:** 10 month, renewed by semester

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

### **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 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.

Must be eligible to work in the U.S. Employment is contingent upon the results of a national criminal & sex offender background check.

### **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 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 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 of service toward students, coworkers, and others.
6. Promote and support service-learning activities.
7. Develop and use assessment of student learning methods at least every week and contribute to campus-wide assessment projects.

8. Use appropriate evaluation instruments to measure student progress at specified intervals.
9. Maintain in coordination with other department faculty (adjunct and full time) an up-to-date, complete, and well-organized syllabus following the MSC template requirements for each course taught as set forth by the Office of Academic Affairs.
10. Develop and maintain curricula that appropriately reflect current knowledge in the discipline and are in alignment with department curriculum guidelines.
11. Cooperate with the departmental faculty in the selection of textbooks and teaching materials.
12. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
13. Encourage the use of the Academic Resource Center.
14. Incorporate the use of the MSC library and make recommendations for library purchases.
15. Actively support clubs and extracurricular activities.
16. Attain the ability to commute to distance learning sites.
17. Participate in strategic planning initiatives (including TaskStream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
18. Contribute to the overall institutional focus to perpetuate student success.
19. Support the institutional General Education Program.
20. 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.
21. Perform other duties as may be assigned by supervisors.

### **Specific Job Functions:**

#### **1. Instructional:**

- a. Demonstrate a scholarly understanding of all subject matter to be taught.
- b. Demonstrate clear and effective communication skills (oral and written).
- c. Within the Murray State College Nursing Department, Civility encompasses demonstration of mutual respect- for people, for their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy, and patience. It is communicated not only in the words we choose, but in our tone, demeanor, and actions. All faculty of the MSC nursing program are responsible for and expected to exemplify and promote civility.
- d. Demonstrate and observation of nursing skills and procedures for and by the nursing students.
- e. Making clinical assignments and the supervision of student clinical activities.
- f. Foster and maintain satisfactory relationships with other faculty members and with the personnel in the health agencies utilized for clinical laboratory experiences.
- g. Create and maintain a desirable group climate, which enhances student learning and

self-discipline. Select and supervise clinical experiences that provide learning opportunities correlated with the studied content.

- h. Utilization of appropriate evaluation instruments to measure student progress at specified intervals.
- i. Serve as a role model in appearance and behavior for nursing students.

### **Required Knowledge, Skills, and Abilities**

- Create and maintain a desirable group climate that enhances student learning and self-discipline in a classroom with as many as forty or more students.
- Demonstrate the ability to present well-organized lectures.
- Demonstrate sufficient manual dexterity to perform such technical skills as inserting a nasogastric tube, starting an IV, giving an injection, inserting a Foley catheter, etc.
- Demonstrate the visual and auditory acuity necessary to perform and supervise client assessments in the clinical setting.
- Demonstrate the physical ability to perform adult and pediatric CPR and Heimlich maneuver.
- Set up and teach laboratory exercises that involve appropriate equipment and materials. Move and operate various equipment in the skills lab and clinical laboratory setting.
- Drive college-owned vehicles to facilities for clinical laboratory supervision.
- Develop critical thinking exercises and well-organized lectures that teach writing, reading, and speaking skills.
- Demonstrate a dedication to the teaching function through continual development, use of, and assessment of effective teaching materials that utilize multimedia classroom instruction.
- Possess knowledge/experience for ITV (presentations and/or preparation) or be willing to train in this area.
- Demonstrate support of the two-year college's role in higher education.
- Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices.
- Participate in community service activities and programs.
- Demonstrate ability to set goals and strive to achieve them.
- Demonstrate experience or willingness to work effectively in a culturally diverse workplace and/or serve clientele from various racial and cultural backgrounds.
- Demonstrate experience or willingness to learn and use state-of-the-art technology in the delivery of instruction, including but not limited to interactive television, the Internet, and Telecourses.
- Communicate by telephone in a friendly, polite manner with public school officials and community leaders.

### **Other Ergonomic Requirements:**

Performance of job functions related to instruction requires seeing, hearing, and speaking, as well as stooping, kneeling, bending, crouching, reaching, lifting, walking, and carrying 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 or explain how they can perform the essential functions of the job

**Hours:**

The hours will vary on clinical days (two days per week) but generally begin before 6:00 AM and are completed by 3:30 PM. Other professional activities can be scheduled in accordance with college policy and in cooperation with the VPAA.

**Qualification Standards:**

1. **Minimum Educational Qualifications:** A Bachelor's degree in Nursing.
2. **Minimum Experience:** Two years of full-time equivalent practice as a registered nurse in a clinical setting, one year of which must be in a hospital within the last five years preceding the first date of first employment as a nursing instructor.
3. **License:** A current license to practice as a registered nurse in Oklahoma.
4. **Professionalism:** A minimum of \$1 million professional liability insurance coverage by a company approved or licensed by the Oklahoma State Insurance Department and a current membership in a professional organization as approved by the Nursing Program Director.
5. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
6. **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 the Background Check Consent Form

**Submit an application to:**

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

**Application Deadline:** Position closes 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 education services.