

**TITLE:** Adjunct Nursing Instructor

**DEPARTMENT/DIVISION:** Nursing/Health Sciences Division

**DATE PREPARED:** 11 JULY 2018

**REPORTS TO:** Nursing Program Director and Health Science Division Chair

**CLASSIFICATION:** Adjunct Faculty

**COMPENSATION:** \$30.00/hour

### **POSITION SUMMARY**

The position requires a Bachelor's Degree in Nursing however a Master's degree in Nursing is preferred. Two full-time years of registered nursing experience is required. Professional experience in the field of study and teaching experience are also preferred. Assignments may include teaching day, evening, and weekend courses/labs/clinical using face-to-face and online delivery systems. Adjunct positions are considered temporary, semester by semester assignments contingent upon need and the recommendation of the Division Chair.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Represent Seminole State College (SSC) in a manner that reflects positively on the institution.
- Empower people for academic success, personal development, and lifelong learning. Perform duties in a manner that is consistent with SSC's core values of compassion, opportunity, respect, and excellence.
- Follow Seminole State College Board Policy, SSC Procedures Manual, Faculty Handbook, Student Handbook, and divisional policies and procedures.
- Handle confidential information with tact and discretion.
- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.
- Utilize LMS (Learning Management Systems) including, but not limited to posting of syllabi and communication with students.
- Utilize the adopted textbook(s) for each course assigned. Utilize the division course syllabus, curriculum and materials when provided.
- Provide opportunity for student consultation through office appointments and LMS.
- Maintain accurate classroom records including course syllabi and grade books.
- Submit required forms and reports including course embedded assessment results and grades within the prescribed time frame.
- Other duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Provide division with current contact information (email and cell or home telephone number).
- Respond to all email and voicemail in a timely manner.
- Continue to develop skills and knowledge base through professional development.
- Return keys, course materials, and grade books at the end of each semester.
- Communicate with Division Chair and Division Secretary as soon as possible about class plans in your absence.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- The position requires a Bachelor's degree in Nursing. Professional experience in field of study and teaching experience preferred.
- Adjuncts should be knowledgeable in using Microsoft Office (proficient with PowerPoint and Word), and have a working knowledge of instructional technology (i.e. SmartBoard and Learning Management System)
- Adjuncts must have a working home phone or cell number with voice mail or email.
- Adjuncts must have the ability to:
  - Teach in assigned buildings and classrooms on campus or at offsite locations.
  - Supervise a group of students for a 12 hour shift in a hospital/clinical setting.
  - Follow all SSC College, Academic Affairs, and Divisional policies and procedures.

## **APPLICATION PROCEDURE:**

To apply, send letter of application stating qualified areas of teaching, completed application, resumé with names and telephone numbers of three references, and all academic transcripts to:

**Seminole State College**  
**ATTN: Human Resources**  
**P.O. Box 351**  
**Seminole, OK 74818**

*SSC is an AA/EEO employer committed to multicultural diversity.  
SSC participates in E-verify.*

***Posted July 18, 2018***