

TITLE: English Composition Instructor
DEPARTMENT/DIVISION: Language Arts and Humanities Division
DATE PREPARED: 4/20/2018
BEGINNING DATE: August 8, 2018 (FY19)
END DATE: May 14, 2019
REPORTS TO: Language Arts and Humanities Division Chair
CLASSIFICATION: Full-Time, Tenure-Track Faculty

POSITION SUMMARY

The English Composition Instructor with a rank of Assistant Professor is a full-time, tenure-track position within the Language Arts and Humanities Division. The position requires an innovative composition educator who is committed to student success as shown through student engagement and completion. Teaching assignments may include day, night, and possibly weekend assignments in classrooms, on or off-campus, and using Zoom or online delivery systems. The position reports to the Language Arts and Humanities Division Chair. The appointment requires at least a 35-hour work week that includes a course load of 15 credit hours per semester and a minimum of 10 office hours a week. In addition to these responsibilities, the position includes other responsibilities suitable to tenure a track position such as supervising the Writing Lab and Writing Lab tutors; coordinating all aspects of transitional language arts courses including scheduling, curriculum development, and assessment; serving as an academic advisor to returning students; participating in the faculty peer mentoring program; and serving on campus committees as assigned.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Represent Seminole State College in the most positive manner with prospective, current, and former students, clients, suppliers, and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other clients of our services. Learn and adhere to the policies and procedures of Seminole State College.
- Uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning; and SSC's C.O.R.E Four: Compassion, Opportunity, Respect, and Excellence.
- Handle confidential information with tact and discretion.
- Follow Seminole State College Board Policy, SSC Procedures Manual, Faculty Handbook, Student Handbook, and divisional policies and procedures.
- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.
- Provide timely opportunities for student consultation through office hours and campus learning management system (LMS).
- Utilize the SSC LMS for each course including, but not limited to the posting of syllabi, grades, attendance, and communication with students.
- Participate in syllabus construction, curriculum development, and textbook selection as assigned. Utilize the adopted textbook(s) for each course assigned. Utilize the division course syllabus, curriculum and materials when provided.
- Maintain accurate classroom records including syllabi, grades, and attendance.
- Submit required forms and reports such as course embedded assessment results and grades within the prescribed time frame.
- Represent the college and the division through participation in division, campus, community, and professional activities.

- Serve as a returning student advisor and as a Degree Program Mentor.
- Supervise Writing Lab and Writing Lab tutors.
- Participate in the faculty peer mentoring program.
- Coordinate all aspects of transitional language arts courses including, but not limited to, scheduling, teaching assignments, curriculum development, and assessment.
- Serve on and contribute regularly to the SSC Student Success Council.
- Provide timely opportunities for student consultation through office hours and the campus computer network.
- Attend division, department, and program meetings.
- Participate regularly in professional development activities including, but not limited to, Fall and Spring In-Services.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide division current contact information (email and cell and/or home telephone).
- Respond to all email and voicemail in a timely manner.
- Assist in student recruitment.
- Communicate with Division Chair and Division Office Manager as soon as possible regarding class plans in your absence.
- Continue to develop skills and knowledge base through professional development.
- Actively participate in community activities, organizations, or services within the five-county service area.
- Participate in the tenure application process.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Master's Degree in the teaching field is required. A Ph.D. in the teaching field is preferred. A Master's Degree with a minimum of 18 hours of graduate-level coursework in the teaching field may be acceptable.
- A minimum of three (3) years teaching experience at the college or high school level is preferred.
- Faculty should be knowledgeable in the use of Microsoft Office (proficient with PowerPoint and Word) and have a working knowledge of instructional technology (i.e. SmartBoard and LMS).
- Faculty are expected to belong to professional organizations and are encouraged to attend and present at professional conferences within the discipline.
- Faculty must have a working home phone or cell phone with voice mail or email for instances in which the Division Chair or other administrators need to contact the faculty member beyond the scheduled work hours.

Application review will begin immediately. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, and life insurance equivalent to two times annual salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check.

The filling of this position is contingent on the budget.

To apply, please send letter of application, resume, copies of all academic transcripts and three professional letters of recommendation 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 April 20, 2018