

TITLE: Assistant Professor of Criminal Justice
DEPARTMENT/DIVISION: Social Sciences Division
REPORTS TO: Social Sciences Division Chair
CLASSIFICATION: Full-Time, Tenure Track Faculty
SALARY: \$38,500 - \$40,000, based on education and experience

POSITION SUMMARY

The Assistant Professor of Criminal Justice is a full-time, tenure-track position within the Social Sciences Division. This position requires an innovative criminal justice educator who is committed to student success as shown through student engagement and completion. This employee is expected to teach courses following the course syllabus, the mission of the college, and college policies and procedures while also maintaining attendance records, grading student work, and submitting student grades in a timely manner. Teaching assignments may include day, night, and possibly weekend assignments in classrooms, on or off-campus, and using Zoom or online delivery systems. This program includes eight Criminal Justice courses. The Assistant Professor of Criminal Justice reports to the Social Sciences Division Chair. The position requires at least a 35-hour work week that includes a course load of 15 credit hours per academic year. The position includes other responsibilities suitable to a tenure-track position, such as serving on campus committees and program recruitment.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers, and the community we serve; interact effectively with a diverse group of faculty, staff, students, and other customers of our services.
- Learns and uses operating practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- 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 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, as well as the division course syllabus, curriculum and materials when provided.
- Maintain accurate and timely 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.
- Handle confidential information with tact and discretion.

- Learn and adhere to Seminole State College policies and procedures; submit required forms and reports (i.e. leave, course embedded assessment) and grades in accordance with divisional and college standards.
- Participate in the faculty peer mentoring program.
- Attend division, department, and program meetings.
- Participate regularly in professional development activities including, but not limited to, fall In-Service.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide supervisor current contact information (email and cell and/or home telephone).
- Regularly check and respond to all email and voicemail in a timely manner.
- Assist in student recruitment.
- Communicate with the division chair or division office manager prior to or at the earliest possible opportunity regarding classroom plans for an absence.
- Participate actively 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 J.D. or Ph.D. in the teaching field is preferred. A minimum of three to five (3-5) 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/ present at professional conferences within the discipline.
- Faculty must have a working home phone or cell number with voice mail or email in the event division chair, other administrators, colleagues, or students need to contact the faculty member beyond the scheduled work hours for emergencies.
- Three to five years of work experience in public safety or law enforcement; supervisory and training experience highly desirable; valid driver license; excellent interpersonal, communication, organizational, multi-tasking, and writing skills; good attention to detail.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by April 9, 2025 are assured of receiving full consideration. Salary for this position is \$38,500 - \$40,000, based on education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract 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:

E-Mail: hr@sscok.edu

and/or

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

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

Posted March 26, 2025