

**TITLE:** Assistant Professor of Computer Science

**DEPARTMENT/DIVISION:** Math, Science and Engineering Department Division

**REPORTS TO:** Math, Science and Engineering Division Chair

**CLASSIFICATION:** Full-Time Faculty

**SALARY RANGE:** \$40,000 - \$42,000, based on education and experience.

## **POSITION SUMMARY**

The Assistant Professor of Computer Science will serve as a dynamic and forward-thinking educator within the Math, Science & Engineering Division. This full-time role demands a commitment to academic excellence and student achievement. The successful candidate will deliver engaging instruction aligned with course syllabi, institutional mission, and college policies. Responsibilities include maintaining accurate records of attendance and grades and ensuring the timely submission of student evaluations. Beyond classroom instruction, the role includes active participation in campus life—serving on committees, tutoring in the STEM Lab, promoting STEM programs, and eventually mentoring fellow faculty. Teaching assignments may span both traditional and online formats. The position reports directly to the Division Chair of Math, Science, and Engineering.

## **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 faculty, staff, students, and other customers of our services, while learning and applying the 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**

- Fulfill a minimum 35-hour work week, which includes teaching a 15-credit-hour course load per semester and holding at least 10 office hours weekly to support student success.
- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.
- Provide timely opportunities for student consultation through office hours and the campus computer network.
- Utilize the SSC learning management system for each course, including, but not limited to, the posting of syllabi, grades, attendance, and communication with students.
- Participate in choosing curriculum through textbook selection and research of other instructional material for classroom instruction enhancement, and assist with curriculum development, implementation, and revision.
- Actively support the chosen curriculum by using the chosen material, sharing ideas implemented for classroom instruction enhancement, and participating in the use of course-shared material if deemed suitable for the particular class.
- Assume the role of Computer Science degree program mentor.
- Serve as an ambassador for the STEM degree programs to prospective and current students.
- Represent the college and the division through participation in division, campus, community, and professional activities.
- Attend division, department, and program meetings.

- Learn and adhere to Seminole State College policies and procedures. Submit required forms and reports, i.e., leave, course embedded assessment, and grades, within the prescribed timeframe.
- Participate regularly in professional development activities, including, but not limited to, Fall In-Service.
- Attend and participate in Faculty Senate as the teaching schedule allows.
- Perform other duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Provide supervisor current contact information (email, cell, and/or home telephone).
- Regularly check and respond to all emails and voicemails promptly.
- Assist in student recruitment.
- Communicate with the division chair and secretary, prior to or at the earliest possible opportunity, regarding classroom plans for an absence.
- Actively participate in community activities, organizations, or services within the five-county service area.

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

- Master's degree with a minimum of 18 hours of graduate-level coursework in the field to be taught is required. Preference awarded to candidates with a Ph.D. or a Master's degree in the field to be taught. Candidates with professional experience and a background in college-level teaching are strongly preferred.
- Faculty should be knowledgeable in the use of Microsoft Office (proficient with PowerPoint and Word) and have a working knowledge of instructional technology including the current learning management system.
- Faculty are expected to belong to professional organizations, and to actively attend and are encouraged to 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 or other administrators needs to contact the faculty member beyond the scheduled work hours for emergencies.

Applications will be accepted until the position is filled. Review of application will begin immediately. Salary is \$40,000 - \$42,000, 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, resumé, copies of all academic transcripts, and three professional letters of recommendation to:

**E-Mail:** [hr@sscok.edu](mailto:hr@sscok.edu)

and/or

**Mail:**

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