

TITLE: Assistant Professor of Language Arts and Humanities
DEPARTMENT/DIVISION: Language Arts and Humanities
REPORTS TO: Language Arts and Humanities Division Chair
CLASSIFICATION: Full-Time Faculty
SALARY RANGE: \$38,500 - \$40,000, based on education and experience.

POSITION SUMMARY

Seminole State College seeks a full-time Assistant Professor of English Composition committed to student success. Teaching responsibilities may include face-to-face instruction on or off campus, synchronous Zoom instruction, and online teaching through the college Learning Management System (LMS). This position requires a 35-hour work week, including a 15-credit-hour teaching load each semester and 10 office hours each week.

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.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Teach assigned courses professionally and effectively while demonstrating subject matter expertise.
- Maintain accurate classroom records, submit required reports and assessment data within prescribed timeframes, and use the college LMS for syllabi, grades, and communication.
- Provide timely student support through office hours and digital platforms.
- Participate in syllabus construction, curriculum development, textbook selection, and use adopted divisional materials and required curriculum as provided or specified.
- Serve in administrative, service, leadership, and committee roles as assigned in support of the division and the college, which may include coordinating the Writing Program or Writing House, supervising tutors, leading faculty orientations, mentoring students, and sponsoring Sigma Kappa Delta.
- Attend required meetings, trainings, and in-service sessions.

OTHER DUTIES AND RESPONSIBILITIES

- Follow SSC Board Policy, the Faculty Handbook, the SSC Procedures Manual, the Student Handbook, and divisional procedures.
- Handle confidential information with tact and discretion.
- Maintain current contact information and respond to professional correspondence, including email and voicemail, in a timely manner.
- Coordinate class coverage or instructional plans with the Division Chair and Office Manager when absent.
- Represent the college and the division through participation in division, campus, community, and professional activities.
- Assist with student recruitment and participate in community activities, organizations, or services within the college service area when appropriate.

- Continue to develop professional knowledge and skills through professional development and disciplinary engagement.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Education:** A master's degree in English or a related teaching field is required. A master's degree with at least 18 graduate hours in the teaching field may be acceptable.
- **Experience:** Three years of teaching experience at the secondary or post-secondary level is preferred.
- **Technical Proficiency:** Candidates must be proficient in Microsoft Office, especially Word and PowerPoint, and must be able to use modern instructional technology, including Learning Management Systems, SmartBoard or similar classroom technology, and multimodal teaching tools.
- **Professional Growth:** Faculty are expected to engage in professional organizations and participate in academic conferences.
- **Communication Access:** Faculty must maintain a working phone number and email account for professional contact as needed.

Application review will begin immediately. Salary is \$38,500 - \$40,000, commensurate with 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:

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

and/or

Email: hr@sscok.edu

*SSC participates in E-verify.
Posted April 17, 2026*