

JOB TITLE: Assistant Professor of Computer Science
DEPARTMENT/DIVISION: Math, Science and Engineering
REPORTS TO: Math, Science and Engineering Division Chair
CLASSIFICATION: Full-Time Faculty
APPLICATION DEADLINE: Until filled
COMPENSATION: \$40,000 - \$42,000 annually, based on education and experience



As an **Assistant Professor of Computer Science** with Seminole State College, you will receive:

- A comprehensive benefits package (including group health, dental, vision, life insurance and long-term disability) with a generous benefit allowance to offset the cost of insurance premiums.
 - A contribution of 7% of your salary to Oklahoma Teachers' Retirement System (TRS), paid for by SSC.
 - A tax-sheltered annuity where SSC contributes 3.5% of your annual salary after one year of successful employment.
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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. Interacts 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.
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The Assistant Professor of Computer Science will serve as a dynamic and forward-thinking educator with 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. Teaching assignments may span both traditional and online formats.

Faculty are expected to 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. Beyond classroom instruction, the role includes active participation in campus life.

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 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; regularly recruit for Computer Science program.
 - 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; this includes serving on committees, tutoring in the STEM Lab, promoting STEM programs, and eventually mentoring fellow faculty.
 - 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.
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KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Microsoft Office, with proficiency in PowerPoint and Word; working knowledge of instructional technology, including the current learning management system.
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PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This position works in a comfortable office setting with a computer for a large percentage of the workday. While employee may teach both in-person and online courses, the position is housed on campus and is not a remote position.
 - The noise level in the work environment is usually mild.
 - Must 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.
 - Must belong to professional organizations and actively attend; encouraged to present at professional conferences within the discipline.
 - 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.
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MINIMUM QUALIFICATIONS

- Master's degree with a minimum of 18 hours graduate-level coursework in the field to be taught.

Preference will be given to candidates who possess:

- Ph.D.
 - Master's degree in the field to be taught.
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APPLY NOW

Send your cover letter, resume, three (3) professional letters of reference, and copies of all academic transcripts to hr@sscok.edu. Applications may also be mailed to Seminole State College, Attn: Human Resources, P.O. Box 351, Seminole, OK 74818.

Please note: Applicants must be currently authorized to work in the United States on a full-time basis without sponsorship now or in the future.

Seminole State College seeks to be an institution of unparalleled excellence, regarded by both internal and external constituents as a college whose quality is second-to-none, where employees and regents make a continual effort to meet the needs and exceed the expectations of our community and our students.

*Seminole State College participates in E-Verify.
The filling of this position is contingent on available funding.*