

TITLE: Adjunct Instructor, Medical Laboratory Technology (MLT)

DEPARTMENT/DIVISION: Health Sciences Division

REPORTS TO: MLT Program Director

CLASSIFICATION: Adjunct Faculty

POSITION SUMMARY

The Adjunct Instructor position in the Medical Laboratory Technician Program requires a minimum of a bachelor's degree with at least 3-5 years of experience in the field. Teaching experience is preferred. In addition to these requirements, the position may include other responsibilities. Initially, the position will be closely mentored by the MLT Program Director. It is understood the adjunct position is considered a temporary assignment contingent upon need, availability, funding and the recommendation of the Vice President of Academic Affairs on a semester-by-semester basis. Assignments may include day, night, possibly on/off-site or online delivery systems.

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 practice 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

- Handle confidential information with tact and discretion; compliant with all current HIPAA and FERPA regulations.
- Teach assigned courses.
- Utilize LMS (Learning Management Systems), including posting of syllabus and communication with students.
- Maintain accurate classroom records, including course syllabi and grade books.
- Submit required forms and reports, i.e. leave, course embedded assessment, and grades within the prescribed time frame.
- Represent college through participation in division, campus, community, and professional activities/committees.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Regularly check and respond to all email and voicemail in a timely manner.
- Continue to develop skills and knowledge base through professional development.
- Return keys and any course materials at the end of each semester.
- Communicate with the MLT Program Director and Secretary as soon as possible about class plans in your absence.
- Maintain safe lab environment following all current OSHA standards.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A Bachelor's degree with at least 3-5 years of experience.
- Must have current MLS (ASCP) Board Certification to include Certification Maintenance Program.
- Current laboratory experience required.
- Recent clinical instruction of MLT students.
- 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.
- Faculty must have the ability to:
 - Follow all SSC College and Division policies and procedures.
 - Meet all clinical/hospital requirements and protocols.
- Faculty must have the ability to teach, remediate, and perform all required skills and procedures that are required by the students.
- Faculty should have working knowledge of instructional technology, including Microsoft Office and the current Learning Management System.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by May 31, 2024 are assured of receiving full consideration. 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 attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

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

Email all documents to: HR@sscok.edu

or

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

Posted May 16, 2024