

TITLE: Adjunct Physical Sciences Instructor
DEPARTMENT/DIVISION: STEM Division
REPORTS TO: STEM Division Chair
CLASSIFICATION: Adjunct Faculty

POSITION SUMMARY

The position requires a Master's degree and 18 credit hours of graduate study in a science field with a preference for the physical sciences (physics, chemistry, geology, astronomy, etc.) or a closely related discipline. Professional experience in the field of study and teaching experience are also preferred. Teaching assignments may include day, evening, and weekend courses taught using face-to-face and online delivery systems. Adjunct positions are considered temporary, semester by semester assignments contingent upon need and the recommendation of the Division Chair.

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.
- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.
- Utilize LMS (Learning Management Systems) including, but not limited to posting of syllabi and communication with students.
- Utilize the adopted textbook(s) for each course assigned. Utilize the division course syllabus, curriculum and materials when provided.
- Provide opportunity for student consultation through office appointments and LMS.
- Maintain accurate classroom records including course syllabi and grade books.
- Submit required forms and reports including course embedded assessment results and grades within the prescribed time frame.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide division with current contact information (email and cell or home telephone number).
- Respond to all email and voicemail in a timely manner.
- Continue to develop skills and knowledge base through professional development.

- Return keys, course materials, and grade books at the end of each semester.
- Communicate with Division Chair and Division Secretary as soon as possible about class plans in your absence.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- The position requires a Master's degree and 18 graduate hours in discipline being taught. Professional experience in field of study and teaching experience preferred.
- Adjuncts should be knowledgeable in using Microsoft Office (proficient with PowerPoint and Word), and have a working knowledge of instructional technology (i.e. SmartBoard and Learning Management System).
- Adjuncts must have a working home phone or cell number with voice mail or email.
- Adjuncts must have the ability to:
 - Teach in assigned buildings and classrooms on campus or at offsite locations.
 - If teaching online courses, must be proficient in teaching asynchronous and synchronous courses.
 - Access a computer, microphone, camera and internet services
 - Complete training as provided by the SSC Distance Education Committee
 - Follow all SSC College, Academic Affairs, and Divisional policies and procedures.

APPLICATION PROCEDURE:

Application review will begin immediately. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, send a letter of application stating qualified areas of teaching, all academic transcripts, and a resumé with names and telephone numbers of three references 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 AA/EEO employer committed to multicultural diversity.
SSC participates in E-verify.

Posted October 21, 2019

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