

TITLE: Political Science Instructor

DEPARTMENT/DIVISION: Social Sciences Division

REPORTS TO: Social Sciences Division Chair

CLASSIFICATION: Adjunct Faculty

POSITION SUMMARY

The position requires a Master's degree and 18 credit hours of graduate study in Political Science or a closely related discipline. Applicants with a Bachelor's degree and less than 18 graduate hours in the field may be considered providing there is evidence that graduate study in the field is ongoing. 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 Social Sciences 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.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Handle confidential information with tact and discretion.
- Follow Seminole State College Board Policy, SSC Procedures Manual, Faculty Handbook, Student Handbook, and divisional policies and procedures.
- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.
- Provide timely opportunities for student consultation through office hours and campus learning management system (LMS).
- Utilize the SSC LMS for each course including, but not limited to the posting of syllabi, grades, attendance, and communication with students.
- Participate in syllabus construction, curriculum development, and textbook selection as assigned. Utilize the adopted textbook(s) for each course assigned. Utilize the division course syllabus, curriculum and materials when provided.
- Maintain accurate classroom records including syllabi, grades, and attendance.
- Submit required forms and reports such as course embedded assessment results and grades within the prescribed time frame.
- Represent the college and the division through participation in division, campus, community, and professional activities.
- Participate regularly in professional development activities including, but not limited to, Fall In-Service.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide division current contact information (email and cell and/or home telephone).

- Respond to all email and voicemail in a timely manner.
- Assist in student recruitment.
- Communicate with Division Chair and Division Office Manager as soon as possible regarding class plans in your absence.
- Continue to develop skills and knowledge base through professional development.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Master's Degree in the teaching field is required. A Ph.D. in the teaching field is preferred. A Master's Degree with a minimum of 18 hours of graduate-level coursework in the teaching field may be acceptable.
- A minimum of three (3) years teaching experience at the college or high school level is preferred.
- Adjunct faculty should be knowledgeable in the use of Microsoft Office (proficient with PowerPoint and Word) and have a working knowledge of instructional technology (i.e. SmartBoard and LMS).
- Adjunct faculty must have a working home phone or cell phone with voice mail or email for instances in which the Division Chair or other administrators need to contact the faculty member beyond the scheduled work hours.

APPLICATION PROCEDURE:

Application review will begin immediately. Employment is subject to successful completion of a background check. The filling of this position is contingent upon 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:

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

or

Email all documents to: HR@sscok.edu

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

Posted November 29, 2021