

**TITLE:** Adjunct Business Instructor  
**DEPARTMENT/DIVISION:** Business & Education Division  
**DATE PREPARED:** April 11, 2022  
**REPORTS TO:** Business & Education Division Chair  
**CLASSIFICATION:** Adjunct Faculty

## **POSITION SUMMARY**

The position requires a master's degree with 18 hours within the discipline. A Bachelor's Degree may be considered. A plan for completing the master's degree must be approved and on file upon hire. Professional experience in the field of study and teaching experience is preferred. Adjunct Faculty should be available for at least one office hour for each course taught. Assignments may include day, night, and possibly week-end assignments in classrooms, on/off-site, using Zoom or online delivery systems. Additional to these requirements, the position may include other responsibilities. The position will be supervised by the Division Chair. It is understood the adjunct position is considered a temporary assignment contingent upon need, availability, funding, and the recommendation of the Division Chair on a semester-by-semester basis.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. 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
2. Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning. SSC's C.O.R.E Four: Compassion, Opportunity, Respect, and Excellence
3. Handles confidential information with tact and discretion
4. Teach assigned courses
5. Utilize LMS (Learning Management Systems) including, but not limited to posting of syllabus, communication with students, testing, attendance, and grade book
6. Provide opportunity for student consultation through office hours and the Campus computer network
7. Maintain accurate classroom records including course syllabi and grade books
8. Submit required forms and reports i.e., course embedded assessment and grades within the prescribed time frame
9. Other duties as assigned by supervisor

## **OTHER DUTIES AND RESPONSIBILITIES**

1. Provide supervisor and Division Office Manager with current contact information (email, and cell and/or home telephone)
2. Regularly check and respond to all email and voicemail in a timely manner
3. Continue to develop skills and knowledge base through professional development
4. Encouraged to attend Faculty Senate as class schedule allows
5. Encouraged to participate in division, campus, community, and professional activities/committees/meetings
6. Return keys, course materials, and grade books at the end of each semester
7. Communicate with Division Chair and Division Office Manager as soon as possible about class plans in your absence

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. The position requires a master's degree with 18 hours in discipline preferred, Bachelor's considered. Professional experience in field of study and teaching experience preferred
2. Adjuncts should be knowledgeable in using Microsoft Office (proficient with PowerPoint and Word), and have a working knowledge of instructional technology (i.e., SmartBoard, Symposium, and current Learning Management System)
3. Adjuncts must have a working home phone or cell number with voice mail or email in the event Division Chair or others need to contact the adjunct
4. Adjuncts must have the ability to:
  - Teach in various buildings across campus or at offsite locations
  - Follow all SSC College and Division policies and procedures

Application review will begin immediately. To apply, please send letter of application, resume, copies of all academic transcripts, and three current letters of recommendation to:

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

**and/or**

**Email: [hr@sscok.edu](mailto:hr@sscok.edu)**

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

***Posted April 12, 2022***