

TITLE: Assistant Professor of Life Sciences
DEPARTMENT/DIVISION: STEM Division
REPORTS TO: STEM Division Chair
CLASSIFICATION: Full-Time, Tenure-Track Faculty

POSITION SUMMARY

The Life Sciences Instructor position is a full-time, tenure-track position within the Science, Technology, Engineering, and Mathematics (STEM) Division. The primary classes assigned will be general undergraduate biology and/or microbiology, although other life science classes may be assigned. The position requires technical experience running a microbiology lab, which may include ordering supplies, inoculating cultures, safe disposal of specimens, and other additional tasks as needed. The position requires an innovative Life Sciences educator who is committed to student success as shown through student engagement and completion. Teaching assignments may include day, night, and possibly weekend assignments in classrooms, on or off-campus, and using Zoom or online delivery systems. The appointment requires at least a 35-hour work week that includes a course load of 15 credit hours per semester and a minimum of 10 office hours a week. In addition to these responsibilities, the instructor will teach and contribute to curriculum development, and assessment; serving as an academic advisor to returning students; participating in the faculty peer mentoring program; and serving on campus committees as assigned.

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.
- 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 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.
- Represent the college and the division through participation in division, campus, community, and professional activities.

- 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.
- Serve as a returning student advisor and as a Degree Program Mentor.
- Participate in the faculty peer mentoring program.
- Provide timely opportunities for student consultation through office hours and the campus computer network.
- Attend division, department, and program meetings.
- Participate regularly in professional development activities including, but not limited to, Fall and Spring In-Services.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide supervisor with current contact information (email, cell, and/or home telephone).
- Check regularly and respond to all email and voicemail in a timely manner.
- Assist in student recruitment.
- Communicate with division chair or secretary prior to or at the earliest possible opportunity regarding classroom plans for an absence.
- Participate actively in community activities, organizations, or services within the five-county service area.
- Participate in the tenure application process.
- Teach assigned student success courses and contribute to curriculum development of student success courses.

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.
- Faculty should be knowledgeable in the use of Microsoft Office (proficient with PowerPoint and Word) and have a working knowledge of instructional technology including the current learning management system.
- Faculty are expected to belong to professional organizations and are encouraged to attend and present at professional conferences within the discipline.
- Faculty must have a working home phone or cell number with voice mail or email in the event division chair, other administrators, colleagues, or students need to contact the faculty member beyond the scheduled work hours for emergencies.

Application review will begin immediately. Salary is commensurate with education and experience. 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. Employment is subject to successful completion of a background check. 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 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

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

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