

TITLE: Computer Science Instructor
DEPARTMENT/DIVISION: Math and Science Division
BEGINNING DATE: January 2, 2023
END DATE: May 5, 2023
REPORTS TO: Math and Science Division Chair
CLASSIFICATION: Full-Time, Tenure-Track Faculty

POSITION SUMMARY

The position requires a Master's degree and 18 credit hours of graduate study in Computer Science or a closely related discipline. Applicants with a Bachelor's degree and 18 graduate hours in the field may be considered. 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 college teaching experience are also preferred. Teaching assignments may include day and distance learning courses. The position reports to the Math and Science Division Chair. 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.

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

- 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.
- Serve as a returning student advisor and as a Degree Program Mentor.
- Participate in the faculty peer mentoring program.
- Serve on and contribute regularly to the SSC Student Success Council.
- 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 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.
- Actively participate in community activities, organizations, or services within the five-county service area.
- Participate in the tenure application process.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

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- 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 (i.e. SmartBoard and LMS).
- 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 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.

Applications will be accepted until the position is filled. Review of application 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. 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, resumé, copies of all academic transcripts, and three professional 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 EEO employer committed to multicultural diversity.

SSC participates in E-verify.