

POSITION ANNOUNCEMENT

Chemistry Instructor

Northeast Mississippi Community College is now accepting applications for a full-time nine-month Chemistry Instructor. This position will provide student academic advising, serve on college committees, mentor part-time instructors when necessary, and perform other duties as assigned.

QUALIFICATIONS:

Required -

- Master's degree with a minimum of 18 graduate hours in chemistry
- Verifiable ability to teach effectively and creatively
- Verifiable ability to function as a team member
- Verifiable ability to work with diverse student populations
- A desire to work with students who need extra help to succeed
- Strong written and interpersonal communication skills
- Verifiable experience integrating technology with teaching
- Compliance with administrative policies of the institution

Preferred -

- Master's degree in chemistry
- Experience with teaching adults
- At least two years of teaching experience

APPLICATION DEADLINE:

Open Until Filled

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

(Applications currently on file can be activated for this position by submission of a cover letter.)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

- POSITION:** **Chemistry Instructor** (nine-month contract)
- REPORTS TO:** Academic Division Head in Mathematics and Sciences Division
- QUALIFICATIONS:** Required –
- Master's degree with a minimum of 18 graduate hours in chemistry
 - Verifiable ability to teach effectively and creatively
 - Verifiable ability to function as a team member
 - Verifiable ability to work with diverse student populations
 - A desire to work with students who need extra help to succeed
 - Strong written and interpersonal communication skills
 - Verifiable experience integrating technology with teaching
 - Compliance with administrative policies of the institution
- Preferred-
- Master's degree in chemistry
 - Experience with teaching adults
 - At least two years of teaching experience
- ROLE:** Full-time nine-month faculty position. Instructor will provide student academic advising, serve on college committees, mentor part-time instructors when necessary, and perform other duties as assigned.
- SALARY:** Determined by Northeast's published 2001 Plus Faculty Salary Schedule (Revised 2006)
- ACTIVITIES:**
- Teach courses assigned by the division head
 - Work to ensure that student majors are correctly enrolled in classes according to placement policies
 - Assist in curriculum development
 - Teach at non-traditional times (evenings and weekends) or locations as an overload as needed
 - Assist in selection of appropriate textbooks, equipment and supplies to keep current and enhance student success
 - Be a vital part in making goals, planning and coordinating work within the division
 - Participate in professional organizations
 - Be familiar with current trends and technology and be willing to try new methods in order to keep the curriculum up-to-date
 - Be committed to student success and excellence in teaching
 - Develop and teach distance learning courses as needed

Position Description: Chemistry Instructor
Northeast Mississippi Community College

Revision Date: April 2021

- Be available to assist students during conference periods each day
- Work closely with other instructors in the division to ensure quality and uniformity in course offerings
- Adhere to all policies and job requirements listed in the official NEMCC faculty job description and the *Northeast Procedures Manual*
- Make sure labs and equipment are maintained, safe, clean and secure at all times
- Attend and support college activities and functions

NOTE: Attendance is required for this position.

NOTE: Job description, role, and activities may change at any time without prior notice.