



NOTICE OF VACANCY

Biology Instructor

REPORTS TO: Mathematics and Science Division Chair

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Instructor of Biological Sciences will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

This position requires teaching freshman and sophomore biological science courses. The instructor will be expected to participate in all normal faculty duties including the summer program, student advising, and teaching orientation courses.

More specifically, the Biology Instructor is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Communicate to students the goals, objectives, and expectations of courses.
- Demonstrate an interest in students by providing assistance in the areas of advising, guidance, student activities, and registration.
- Encourage and monitor regular attendance of students and motivate students to maximum effort.
- Keep accurate records of student grades, progress, and retention data.
- Maintain consistent office hours in addition to teaching duties.
- Work in conjunction with the Vice President of Instruction and the Department Chair of Math and Science to ensure a coordinated delivery of instruction, identification of student needs, and development of courses which will meet student needs.
- Teaching courses to a diverse student body
- Other duties as assigned by the Chair of Math and Science and Vice President of Instruction

MANDATORY QUALIFICATIONS

- Applicants must hold the minimum of with a minimum of eighteen graduate hours in the area of biological sciences.
- Applicant must be dedicated to teaching as a full-time profession and appreciate the concept of the community college.
- In addition, excellent communication and interpersonal skills, initiative, and flexibility are required.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

DESIRABLE QUALIFICATIONS

- Preference may be given to applicants with teaching experience in the area of microbiology.
- Comfortable use of computer/technology skills.

KNOWLEDGE, SKILLS, ABILITIES, AND WORK CHARACTERISTICS

- Ability to conduct or attend meetings in various locations across campus.
- Ability to effectively communicate.
- Ability to integrate technology in class.
- Ability to work effectively and efficiently.
- Demonstrated knowledge of Microsoft Office products.
- Excellent written English skills.
- Skill in operating equipment, such as personal computer, promethean board, printer, and phone system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

PHYSICAL DEMANDS (con't)

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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TERMS OF EMPLOYMENT

This is a full-time, 9-month, Exempt, Academic Instructor (AI) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – May 30, 2024 at 5:00 P.M.

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