



## NOTICE OF VACANCY

### ***INSTRUCTOR OF BIOLOGICAL SCIENCES (GHEC)***

**Reports To:** Chair, Mathematics and Science Division

**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.

The Instructor of Biological Sciences, under the direct supervision of the Mathematics and Science Division Chair, primarily facilitates student learning within the program of study. The instructor prepares and maintains course outlines and objectives, instructs and evaluates students, reports progress, participates in the assessment process, supports the program chair to ensure effective program operation, cooperates with the program chair in periodic review and revision of course materials, and maintains appropriate expertise and competence through continuing professional development.

#### **Duties and Responsibilities:**

This position requires teaching freshman and sophomore biological science courses. The instructor will also be expected to participate in all normal faculty duties including the summer program and off-campus classes, as well as distance learning instruction and student advising. In addition to participating in all normal faculty duties, the instructor will be expected to:

- Communicate to students the goals, objectives, and expectations of the course
- Demonstrate an interest in the students by providing assistance in the areas of 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 as well as any other duties assigned by the division chairperson or VP of Instruction
- Travel to any of MDCC's locations as needed
- Work in conjunction with the VP of Instruction and the Chairperson of the Division to ensure a coordinated delivery of instruction, identification of student needs, and development of courses which will meet student needs

*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 non-discrimination policies: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

**Mandatory Requirements include:**

- Hold a master's degree in with a minimum of eighteen graduate semester hours in the area of biological sciences
- Must be dedicated to teaching as a full-time faculty and appreciates the concept of the community/junior college
- Preference will be given to applicants with teaching experience, specifically in the area of microbiology

**Desired Qualifications (but not required):**

- Community college teaching experience

**Physical Demand:**

- May require prolonged periods of viewing a computer screen.
- May be required to lift or carry up to 25 pounds.
- Other areas of physical demand include but are not limited to bending, climbing, crawling, kneeling, pulling, pushing, reaching, sitting, squatting, standing, stooping, twisting, and walking.

**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.

**TERMS OF EMPLOYMENT**

This is a full-time, 9-month, Academic Instruction (AI), exempt position.

**SALARY**

Based on the MDCC Academic Instructional Salary Schedule.

**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. **Official** 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, [www.msdelta.edu/human-resources](http://www.msdelta.edu/human-resources)

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Official transcripts may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:  
Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

**DEADLINE**

External/Internal – Until Filled

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