

TITLE: Assistant Professor/Instructor Tenure Track of Medical Laboratory Technology (MLT)

DEPARTMENT/DIVISION: Health Sciences Division

REPORTS TO: MLT Program Director

CLASSIFICATION: Faculty – 11 months

SALARY: \$53,167 annually

POSITION SUMMARY

The Assistant Professor/Instructor of Medical Laboratory Technology is a full-time, tenure track position within the Health Sciences Division. The position will require a course load of 15 hours per semester within the MLT department and maintaining a minimum of 10 office hours a week, which may include online office hours as approved by SSC procedure. Assignments may include day, night, and possibly weekend assignments in classrooms, on/off-site, or online delivery systems. Additionally, the position includes other responsibilities suitable to a tenure track position. Initially, the position will be closely mentored by the MLT Program Director.

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; compliant with all current HIPAA and FERPA regulations.
- Teach assigned courses.
- Utilize LMS (Learning Management Systems), including posting of syllabus and communicating with students.
- Provide opportunity for student consultation through office hours and the Campus computer network.
- Maintain accurate classroom records including course syllabi and grade books.
- Submit required forms and reports i.e. leave, course embedded assessment, and grades within the prescribed time frame.
- Participate in retention, efforts such as tutoring, as assigned by supervisor.
- Participate in choosing curriculum through textbook selection and research of other instructional material for classroom instruction enhancement, and assist with curriculum development, implementation, revision, and graduate evaluation.
- Represent college through participation in division, campus, community, and professional activities/committees.
- Attend Division and Department / Program meetings, Annual In-Service and Faculty Senate.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Provide supervisor current contact information (email and cell and/or home telephone).
- Regularly check and respond to all email and voicemail in a timely manner.
- Assist in student recruitment.
- Assist in student advising within the Division/Degree Program.
- Serve as mentor for new full-time and adjunct faculty as assigned.
- Continue to develop skills and knowledge base through professional development.
- Request and maintain supplies and equipment for all lab experiences.
- Maintain safe lab environment following all current OSHA standards.
- Communicate with MLT Program Director as soon as possible about class plans in your absence.
- Participate in professional organizations, as well as national level certification activities or committees.
- Meet all clinical/hospital requirements and protocols.
- Follow all SSC College and Division policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Master's Degree is preferred. A bachelor's degree may be acceptable based on the need of the Division; an approved plan of study for achieving the master's degree must be on file upon hiring.
- Must have current MLS (ASCP) Board Certification to include Certification Maintenance Program.
- Current laboratory experience in all disciplines with emphasis in microbiology and hematology.
- Recent clinical instruction of MLT students.
- Ability to teach, remediate, and perform all skills and procedures that are required by the students.
- Working knowledge of instructional technology, including Microsoft Office and the current Learning Management System.
- Cleared drug screen and criminal background check upon hire.

Application review will begin immediately. Salary for this position is \$53,167 annually. 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 attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

Email all documents to: HR@sscok.edu

or

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

Posted April 12, 2024