

TITLE: Adjunct Nursing Instructor

DEPARTMENT/DIVISION: Nursing/Health Sciences Division

REPORTS TO: Nursing Program Director and Health Science Division Chair

CLASSIFICATION: Adjunct Faculty

COMPENSATION: \$30.00/hour

POSITION SUMMARY

The position requires a Bachelor's Degree in Nursing however a Master's degree in Nursing is preferred. Two full-time years of registered nursing experience is required. Professional experience in the field of study and teaching experience are also preferred. Assignments may include teaching day, evening, and weekend courses/labs/clinical using face-to-face and online delivery systems. Adjunct positions are considered temporary, semester by semester assignments contingent upon need and the recommendation of the Division Chair.

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.
- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.
- Utilize LMS (Learning Management Systems) including, but not limited to posting of syllabi and communication with students.
- Utilize the adopted textbook(s) for each course assigned. Utilize the division course syllabus, curriculum and materials when provided.
- Provide opportunity for student consultation through office appointments and LMS.
- Maintain accurate classroom records including course syllabi and grade books.
- Submit required forms and reports including course embedded assessment results and grades within the prescribed time frame.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide division with current contact information (email and cell or home telephone number).
- Respond to all email and voicemail in a timely manner.
- Continue to develop skills and knowledge base through professional development.
- Return keys, course materials, and grade books at the end of each semester.

- Communicate with Division Chair and Division Secretary as soon as possible about class plans in your absence.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- The position requires a Bachelor's degree in Nursing. Professional experience in field of study and teaching experience preferred.
- Adjuncts should be knowledgeable in using Microsoft Office (proficient with PowerPoint and Word), and have a working knowledge of instructional technology (i.e. SmartBoard and Learning Management System)
- Adjuncts must have a working home phone or cell number with voice mail or email.
- Adjuncts must have the ability to:
 - Teach in assigned buildings and classrooms on campus or at offsite locations.
 - Supervise a group of students for a 12 hour shift in a hospital/clinical setting.
 - Follow all SSC College, Academic Affairs, and Divisional policies and procedures.

APPLICATION PROCEDURE:

Application review will begin immediately. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, send letter of application stating qualified areas of teaching, resumé with names and telephone numbers of three references, and all academic transcripts to email address below or by mail at:

E-Mail: hr@sscok.edu

and/or

Mail: Seminole State College

ATTN: Human Resources

P.O. Box 351

Seminole, OK 74818

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

Posted November 17, 2020

Revised April 16, 2021