



NOTICE OF VACANCY
DIRECTOR OF BANDS / INSTRUCTIONAL ADVISOR (REOPENED)

Director of Bands

As Director of Bands, this individual will provide instruction for the Marching, Jazz, and Concert Bands. This individual will teach freshmen and sophomore music courses as needed. In addition, this individual will:

1. Direct additional performing groups, such as basketball “pep” band, as specified by the Division Chair of Fine Arts
2. Serve as assistant director for Ambassadors Band
3. Teach music appreciation and other music courses as specified by the Division Chair of Fine Arts and keep accurate records of students’ grades and progress
4. Teach applied instrumental lessons to music majors as specified by the Division Chair of the Fine Arts
5. Recruiting and program development
6. Inventory control and financial management of band budget
7. Contribute to departmental and college activities, as well as participating in college committee assignments
8. Work with Division Chair of Fine Arts in coordination of all instrumental activities and carry out other duties as assigned by the Division Chair

Instructional Advisor

This position requires the individual to work in all facets of student advising and counseling, including but not limited to, student schedules, financial aid, career advisement, recruitment, and placement. In addition, the individual will:

1. Work with the Vice President of Student Services and the Vice President of Instruction to provide advising to students
2. Counsel students, directing them to appropriate counseling services or to their instructors
3. Work with the eLearning Coordinator to monitor proctored testing for on-line classes
4. Be available for all orientation and registration sessions
5. Coordinate activities with other personnel to ensure the successful communication of school policies and procedures to students
6. Work variable hours at all locations of MDCC
7. Perform other duties as assigned by the Vice President of Student Services and the Vice President of Instruction.

QUALIFICATIONS

Applicants must hold a minimum of a Masters Degree in Music or a Masters Degree and 18 hours in music. The applicant must have strong interpersonal and communications skills. Preference may be given to applicants with a minimum of three years music teaching experience, demonstrated success in the areas of Band administration, recruiting, program development, teaching and directing marching, jazz, and concert band; and basic knowledge of computer applications. It is important that this applicant be dedicated to and appreciates the concept of the community/junior college.

TERMS OF EMPLOYMENT – Instructional, contractual ten-month position beginning August 2019.

SALARY – The salary offered is based on the MDCC Instructional Salary Schedule

APPLICATION PROCEDURES

Applicants should submit the following:

1. MDCC Employment Application Form
2. ***Official*** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form / Consent Form
5. Videos of Student Band Performances

Applications can be found on the MDCC website: <http://www.msdelta.edu/humanresources/docs/employment-application.pdf>

APPLICATION DEADLINE – until filled