



## NOTICE OF VACANCY

### *English Instructor*

**Reports To:** Chair, English and Humanities, Life Skills, and Education

**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 English Instructor will be an equity-minded individual committed to student safety and success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

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

### **Duties and Responsibilities:**

In addition to participating in all normal faculty duties, the instructor will be expected to:

- Communicate to students the goals, objectives, and expectations of courses.
- Demonstrate an interest in 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
- Work in conjunction with the Vice President of Instruction and the Division Chair of English to ensure a coordinated delivery of instruction, identification of student needs, and development of courses which will meet student needs.

### **Mandatory Requirements include:**

- Applicants must hold the minimum of a Master's Degree in English or a Master's Degree with a minimum of eighteen graduate hours in English. It is important that this applicant be dedicated to teaching as a full-time profession and appreciate the concept of the community/junior college.

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

- Preference may be given to applicants with a second teaching field in a foreign language as well as community college teaching experience.

*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: Dr. 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).*

**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)

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 – Friday, May 7, 2021

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