



NOTICE OF VACANCY

English Instructor

REPORTS TO: Chair of English/Humanities/Edu. & Life Skills

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 success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The English Instructor, under the direct supervision of the Humanities 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. Instruction may include teaching a diverse student population, including traditional and nontraditional students, Middle College, dual-enrollment students, and prison education students and adult learners. Faculty should expect to teach courses at various times, including morning, afternoon, and evening, and in multiple modalities, including but not limited to face-to face, eLearning, and hybrid formats. The instructor will also participate in all standard faculty duties, such as student advising and orientation.

More specifically, the English Instructor is responsible for but not limited to the following:

DUTIES AND RESPONSIBILITIES

- Communicate to students the goals, objectives, and expectations of courses.
- Demonstrate an interest in students by providing assistance in the areas of advising, 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 Department Chair of Social Sciences to ensure a coordinated delivery of instruction, identification of student needs, and development of courses which will meet student needs.
- Perform other duties as assigned by the Chair of English/Humanities/Edu. & Life Skills and Vice President of Instruction/Provost.

MANDATORY QUALIFICATIONS

- Hold a Master's degree in English or a Master's degree with a minimum of eighteen graduate hours in English from an accredited college or university.

DESIREABLE QUALIFICATIONS

- Preference may be given to applicants with a second teaching field in English (Master's degree or 18 graduate hours), as well as community college teaching experience.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to conduct or attend meeting in various locations across campus.
- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to integrate technology in class.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Skill in operating equipment, such as personal computer, promethean board, printer, and phone system.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

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, Exempt, and Academic Instruction (AI) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

External/Internal – June 5, 2025 at 5:00 p.m.