



NOTICE OF VACANCY

Health Science Adjunct Instructor- Practical Nursing

REPORTS TO: Program Department Chair

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 Practical Nursing (PN) Adjunct 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.

This position requires clinical responsibilities in a specified PN course/s. Under the direction of the Program Director/Chair, the adjunct faculty primarily facilitates student learning within the program/course of study. The adjunct faculty follows the prepared course/s syllabi, outlines and objectives, instructs and evaluates students, reports progress, participates in the assessment process, supports the Program Director/Chair to ensure effective program/division operation, and maintains appropriate expertise and competence through continuing professional development. This position will also include customer service and community involvement.

More specifically, the Health Science Adjunct Instructor-Practical Nursing is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Evaluate student learning
 - Help establish meaningful student learning outcomes for courses/program
 - Evaluate student performance fairly and consistently and return student work promptly to promote maximum learning
 - Maintain accurate records of student progress and initiate academic and/or personal counseling as needed for students
 - Reinforce and encourage learner involvement in instruction
- Support college, division, and program policies and procedures
 - Teach and assist in labs and clinical as assigned
 - Maintain confidentiality of student, faculty, program, division, and college information
 - Exercise stewardship of college facilities and materials
 - Record and provide attendance data in accordance with college policy and procedures
 - Maintain requirements specified by state and national accrediting agencies
 - Respond in a timely fashion to college, division, and program administrators requests
 - Establish and maintain effective working relationship with faculty, staff, and others
- Display empathy and positive regard for others in written, verbal and non-verbal communications
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility

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 nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

MANDATORY QUALIFICATIONS

- Must be a Registered Nurse who possesses a minimum of two (2) years of nursing experience, at least one (1) year of which must be in the provision of long term care facility services; and must have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides.

DESIRABLE QUALIFICATIONS

- Preference may be given to applicants with community college teaching experience and those pursuing or holding a graduate degree and who are dedicated to teaching as a full-time profession and appreciate the concept of the community college

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- 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.
- 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.
- Strong sense of personal and professional integrity.
- Demonstrate mastery of subject matter
 - Have a thorough and accurate knowledge of field or discipline
 - Display an ability to interpret and evaluate the theories in the field or discipline
 - Connect subject matter to related field or discipline (relevance)
 - Stay current in subject matter through professional development, involvement in professional organizations, and attending professional meetings, conferences, or workshops (as available)
 - Learn and use technology to enhance teaching and the educational experience

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.

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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 requires travel and may require 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 part-time, 10-month, Exempt, Other Instruction (OI) 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 (online only)**
- 2. *Unofficial* 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, <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

Internal/External – August 9, 2022 at 5:00 P.M.