



JOB DESCRIPTION-BIOLOGICAL SCIENCES INST

10. Submit assessment data into Taskstream course management software each semester and make modifications to teaching methods as needed.
11. Maintain in coordination with other department faculty (adjunct and full-time) an up-to-date, complete, and well-organized syllabus for each course taught as set forth by the Office of Academic Affairs
12. Develop and maintain curricula that

15. Develop multimedia presentations for classroom instruction as well as provide students with hybrid learning opportunities to supplement instruction.
16. Create and maintain a positive learning environment.
17. Maintain and revise official syllabi every semester.
18. Attend and participate in faculty professional development.
19. Monitor quality and coverage in courses taught by adjunct faculty as assigned.
20. Serve as an academic advisor for a portion of the Science Department majors.
21. Select, train and supervise peer tutor position(s).
22. Complete National Incident Management Systems (NIMS) Training: General Role: IS-100/HE and IS-700a
- 23.

Other Ergonomic Requirements

Performance of job functions related to instruction requires some amount of stooping, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours

Generally, Monday- Thursday hours will be 8:00 a.m. to 5:00 p.m. and Friday hours will be 8:00 a.m. - 12 noon (37.5 hours). Evening classes will be assigned as needed on the MSC Tishomingo and Ardmore campuses. In the event of evening classes, release time will be scheduled during the normal workday. Summer teaching may be an option. Other professional activities may be scheduled in accordance with college policy and in cooperation with the Dean and the Office of Academic Affairs.

Qualification Standards

1. **Minimum Educational Qualification:** Master's degree in a Biological Science area, or related degree with a minimum of 18 graduate hours in any subject areas taught.
2. **Preferred Educational Qualifications:** Good academic background in science with at least eighteen graduate hours in relevant

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approved teaching effectiveness program resulting in an acceptable level of teaching performance in the classroom and/or laboratory.

4. **Communication:** Must be able to communicate effectively. Proficient in reading, writing, and speaking English.
5. **Licenses:** Valid Oklahoma Driver's License, or willingness to obtain.
6. **Professionalism:** Employees of MSC are expected to demonstrate dedication to teaching and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
7. **Image:** MSC employees are expected to maintain a neat, well-groomed, and professional image at all times.
8. **Background Check:** The successful candidate must give permission to have a formal background check conducted prior to employment for this position.

Application process

1. Letter of Application
2. Resume
3. Official college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. Complete a background check consent form.

Submit to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
mscemployment@mscok.edu