



## **JOB DESCRIPTION- NURSING FACULTY**

### **General Description/Primary Purpose:**

Provide excellent instruction in nursing on the Tishomingo campus, at the Ardmore Higher Education Center, and/or other possible sites required by class schedules. Contribute to

4. Maintain a positive attitude of service toward students, coworkers, and others
5. Participate in community service activities and programs
6. Promote and support service learning activities
7. Develop and use assessment of student learning methods in the classroom setting and contribute to campus-wide assessment projects
8. Use appropriate evaluation instruments to measure student progress at specified intervals
9. 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 Vice President of Academic Affairs
10. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
11. Cooperate with departmental faculty in selecting textbooks and teaching materials
12. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
13. Each course should include a writing component and encourage students to utilize the "Help Center".
14. Incorporate the use of the MSC library in all courses and recommend library purchases
15. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies
16. Actively support clubs and extracurricular activities
17. Serve on and contribute to campus-wide committees
18. Support the President's Scholars Program
19. Assist with college recruitment and retention
20. Participate in Professional Development
21. Perform other duties as may be assigned by supervisors
22. Carry out assigned duties and responsibilities and duties associated with the annual interscholastic contest
23. Efficiently use a work study position(s) (when available) to help in the accomplishment of other general responsibilities
24. Serve as a mentor to adjunct faculty.
25. Attain ability to commute to distance learning sites

27.







**Submit Application to**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, Oklahoma