

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 r

- 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.
- 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 A airs.
- 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 o ce hours. Provide flexible o ce hours by appointment to accommodate students' schedules when necessary.
- 13. Each course should include a writing campout 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 dubs and extracumicular 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. E ciently 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.

- 3. Create and maintain a dimate that enhances student learning and student self-discipline.
- 4. Demonstrate assigned nursing procedures and evaluate return demonstrations by the students as indicated in curricular materials.
- 5. Assist in maintaining an accurate inventory of all equipment and supplies within the nursing skills laboratory and of all equipment, software, and reading references in the LRC and ensure that all assigned equipment and software are in working order.

Departmental Job Functions

- Discuss knowledgeably the education philosophy of Murray State College and how the associate degree nursing program functions within that philosophy.
- 2 Submit written materials as requested by the nursing program director and/or the VPAA.
- 3. Collaborate with the total nursing faculty in developing and maintaining curricula that appropriately reflect current knowledge in the discipline, including the impact of cultural diversity issues on course content and instructional practices and the selection of textbooks and teaching materials.

Required Knowledge, Skills, and Abilities

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate performance of the essential job function, with or without reasonable accommodation, by using some other combination of skills and abilities.

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Submit Application to:

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