



NOTICE OF VACANCY

Business & Office Technology Instructor

REPORTS TO: Coordinator of Career-Technical Education and Dean of Career Technical & Adult Education

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 Business & Office Technology 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 Business & Office Technology Instructor will provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies. The instructor will participate in all normal faculty duties such as student advising and orientation.

More specifically, the instructor is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Advise and keep records of student advisees by division and departmental policy and procedures
- Aid in hiring, training, and evaluating instructors within the college
- Assist in the development of a term by term schedule of course offerings
- Assist the college in recruiting and retaining students in the program, Career-Technical division, and college as a whole
- Communicate to the students goals, objectives, and expectations of courses taught
- Demonstrate an interest in the students by providing assistance in the areas of guidance, student activities, and all registration processes
- Develop reports, local, state, and federal in an efficient accurate manner
- Encourage and monitor regular attendance of students and motivate students to maximum effort
- Foster and promote all educational programs and activities offered through the college
- Keep accurate records of student grades, progress, and retention data
- Maintain consistent office hours in addition to teaching duties
- Maintain contact with appropriate business/industry or advisory groups
- Make student referrals when deemed necessary to other college personnel
- Participate and coordinate in the assessment of the programs instructional needs and plan the delivery necessary to meet those needs
- Participate in professional development dedicated to understanding how to effectively and efficiently teach the curriculum which incorporates national standards, yields industry-recognized certifications, and increases academic foundations
- Revise/Project budget for the program
- Teaching courses to a diverse student body

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.

- Work in conjunction with the Vice President of Instruction and the Dean of Career-Technical Adult Education to ensure a coordinated delivery of instruction, identification of students' needs, and development of courses that will meet students' needs
- Other duties as assigned by the Coordinator of Career-Technical Education and Dean of Career-Technical & Adult Education

MANDATORY QUALIFICATIONS

- Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.
- Two years of work experience within the last five years related to the program of study; five years or more is preferred.
- In addition, excellent communication and interpersonal skills, initiative, and flexibility are required.

DESIRABLE QUALIFICATIONS

- Preference may be given to applicants with a second teaching field as well as community college teaching experience.
- Comfortable use of computer/technology skills.

KNOWLEDGE, SKILLS, ABILITIES, AND WORK CHARACTERISTICS

- Ability to conduct or attend meetings in various locations across campus.
- Ability to effectively communicate.
- Ability to integrate technology in class.
- Ability to work effectively and efficiently.
- Demonstrated knowledge of Microsoft Office products.
- Excellent written English skills.
- Skill in operating equipment, such as personal computer, promethean board, printer, and phone system.

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 requires travel and may require working some evenings and weekends.

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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, Career-Technical Instructor (CT) 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 – May 14, 2024 at 5:00 P.M.