

**POSITION NOTICE
BIG SPRING SITE**

POSITION: ENGLISH INSTRUCTOR #500

NOTE: OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: Master's degree with 18 hours in English required. Additional education recognized. Previous related experience and teaching experience in higher education preferred. Ability to use Microsoft Word, Excel, PowerPoint, and Blackboard ULTRA.

DESCRIPTION OF JOB DUTIES: Teach transfer-level English courses in multiple modes (face-to-face, online, dual credit high schools, ITV, and Zoom). Follow all FERPA and Howard College policies. Appropriately record attendance and grades and submit to the Registrar at appropriate times. Must work on-campus and teach face-to-face classes. For a complete list of job duties please refer to the job description, available from Human Resources.

SALARY RANGE: Per Faculty Salary Schedule (9-month position)

POSITION AVAILABLE: Immediately

TO APPLY: Complete an online application at:
<https://www.howardcollege.edu/careers/>

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