

**POSITION NOTICE
BIG SPRING SITE**

POSITION: ENGLISH INSTRUCTOR #323

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.

DESCRIPTION OF JOB DUTIES: Teach transfer-level English courses in multiple modes (face-to-face, online, ITV, and Zoom). Work with developmental faculty. Accurately follow FERPA guidelines regarding confidentiality. Appropriately record attendance and grades and submit to the Registrar at appropriate times. Complete assessment requirements. Attend appropriate trainings and meetings as required. **Position requires employee to 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: August 1, 2022

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

POSTED: May 3, 2022

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran status, or any other status protected under applicable federal or state law in its employment policies, procedures, and processes.