



Martin Community College

Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

humanresources@martincc.edu

www.martincc.edu/jobs

An Equal Opportunity Employer

Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Position Vacancy Announcement: Adjunct Instructor, Entrepreneurship (BCI) (Face-to-Face)

Position:	Adjunct Instructor, Entrepreneurship (Bertie Correctional Institute) (Face-to-Face)
Job Summary:	<p>Teaches assigned face-to-face Entrepreneurship classes. Reports to the Division Chair for Business, Technology, and Cosmetology.</p> <p>This position will be stationed at the Bertie Correctional Institution in Windsor, NC. Applicants must be comfortable working inside a prison setting.</p>
Qualifications:	<ul style="list-style-type: none">MA in Business OR a MA plus 18 graduate hours in Business OR a Bachelor's in Business with at least two-years' experience as an entrepreneur OR at least 10 years' experience as an entrepreneur.Must be able to effectively teach face-to-face classes in a correctional institute atmosphere. <p>Additional Requirements: Applicant must be able to successfully complete all NC Department of Corrections requirements for working on the premise. This includes but may not be limited to a thorough criminal background check, required orientation, and routine security checks.</p>
Essential Job Functions:	<ul style="list-style-type: none">Job duties include organizing a semester course following departmental guidelines, creating course materials (tests, handouts, lectures, slides, assignments, rubrics, models, activities, group work), determining a fair grading system, setting up policies compliant with departmental and school regulations, holding student conferences as needed, and creating lesson plans.Instructor will keep attendance using College provided Attendance Sheets, complete FTE and progress reports as required, correspond with supervisors through e-mail in a timely manner, submit grade and attendance reports as required, work with students registered with Disabilities Services, and be accessible to supervisors by phone and email.Instructors will complete all compulsory training regarding FERPA, Title IX, and Campus Safety.Instructors should deal with student issues professionally and report unresolved issues or classroom incidents to their supervisors.Instructors must adhere to all policies and procedures established by Bertie Correctional Institute, the Business/Technology/Cosmetology Division, and Martin Community College Campus.
Anticipated Hiring Range:	\$29.76 - \$33.38; Salary will be determined by candidate's education
Additional Information:	NONE
Benefits:	NONE
FLSA Status:	Non-Exempt (Hourly)
Application Deadline:	Accepting applications beginning October 19, 2021 (position start date January 10, 2022)

SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (www.martincc.edu/jobs)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: humanresources@martincc.edu with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892