



# Martin Community College

## Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

personnel@martincc.edu

www.martincc.edu/employmentopportunities

### 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, Office Administration (Face-to-Face and Online)

<b>Position:</b>	<b>Adjunct Instructor, Office Administration (Face to Face and Online)</b>
<b>Job Summary:</b>	Teaches assigned face-to-face and online courses in a variety of Office Administration classes. Reports to the Career and Technical Education Division Chair. 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 materials on BlackBoard (grade book, tests, lectures), setting up policies compliant with departmental and school regulations, holding student conferences as needed, and creating lesson plans. Instructors will keep attendance using College provided Attendance Sheets, complete FTE and progress reports as required, correspond with students and 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 in regards to 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 division and campus policies and procedures.
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Associates in Office Administration or a related field is required</li><li>• LMS experience required</li><li>• Must be able to effectively teach both face-to-face and online</li></ul>
<b>Anticipated Hiring Range:</b>	\$29.76 - \$33.38; Salary will be determined by candidate's education and experience related to higher education
<b>Additional Information:</b>	NONE
<b>Benefits:</b>	NONE
<b>FLSA Status:</b>	Non-Exempt (Hourly)
<b>Application Deadline:</b>	December 1, 2019 (position start date January 6, 2020)

#### SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<https://www.martincc.edu>)
- 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: [personnel@martincc.edu](mailto:personnel@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