



# Martin Community College

## Office of Human Resource

1161 Kehukee Park Road  
Williamston, NC 27892  
personnel@martincc.edu  
[www.martincc.edu/jobs](http://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, Public Safety Administration (Online)

<b>Position:</b>	<b>Adjunct Instructor, Public Safety Administration (Online)</b>
<b>Job Summary:</b>	Teaches assigned online courses in Public Safety Administration program. Reports to the Career and Technical Education (CTE) 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 in Moodle (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 regard 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>• Associate degree in Criminal Justice Technology, Fire Safety, Emergency Management, or related field required.</li><li>• Bachelor's degree and/or at least 5 years of public safety administrative experience preferred.</li><li>• LMS experience preferred.</li><li>• Must be able to effectively teach online and/or be willing to learn how.</li><li>• Must be able to instruct in one or more of the following classes in an online environment:<ul style="list-style-type: none"><li>○ PAD 151 Intro to Public Admin</li><li>○ PAD 252 Public Policy Analysis</li><li>○ PAD 254 Grant Writing</li><li>○ PAD 152 Ethics in Government</li><li>○ PAD 251 Public Finance &amp; Budgeting</li><li>○ CJC 170 Critical Incident Management Public Safety</li><li>○ CJC 240 Law Enforcement Management and Supervision</li><li>○ CJC 151 Intro to Loss Prevention</li><li>○ CJC 152 Intro to Security/Protection Service</li><li>○ CJC 153 Private Security Operations</li><li>○ CJC 154 Private Security Business</li></ul></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, 2020 (position start date January 4, 2021)

### SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://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: [humanresources1@martincc.edu](mailto:humanresources1@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