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, Information Technology (Face-to-Face and Online)

Position:	**Adjunct Instructor, Information Technology (Face to Face and Online)**
Job Summary:	Teaches assigned face-to-face and online courses in a variety of Information Technology classes, such as CIS, CTI, NET, NOS, SEC, CTS, CCT, DBA. Reports to the Business, Technology, and Cosmetology 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 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 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.
Qualifications:	- Associates in Information Technology or a related field is required - For CIS transfer course, a Masters' degree with 18 hours in CIS or IT required. - Cisco Networking courses require Cisco certifications and/or proof of being Cisco Certified - LMS experience required - Must be able to effectively teach both face-to-face and online
Anticipated Hiring Range:	$29.76 - $33.38; Salary will be determined by candidate's education and experience related to higher education
Additional Information:	NONE
Benefits:	NONE
FLSA Status:	Non-Exempt (Hourly)
Application Deadline:	Open until filled; classes available to teach beginning August 16, 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: 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