



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: Instructor, Math (9-month) - Multiple Campus Instruction

Position:	Instructor, Math (9-month) - Multiple Campus Instruction
Job Summary:	<p>Teaches assigned day, evening, and/or online courses in college transfer Math and transition Math corequisite courses at Martin and Bertie campuses as well as Bertie Early College and Bertie High School campuses. Reports to the College Transfer Division Chair.</p> <p>Job duties include organizing a semester course following departmental guidelines, creating syllabi and lesson plans, selecting textbooks and/or O.E.R.s and developing assessments that will evaluate student performance based on student learning outcomes. Instructors should set up materials on Moodle (grade book, tests, lectures, activities). 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, and work with students registered with Disabilities Services. Instructors should deal with student issues professionally and report unresolved issues or classroom incidents to their supervisors. Instructor will serve as an advisor in a College Transfer program, register students, and maintain regular office hours on the Martin Campus.</p> <p>Instructors will serve on a variety of college committees and participate in faculty meetings and other instructional activities including, but not limited to, those that directly impact recruitment, retention, and graduation. Instructors must adhere to all division and campus policies and procedures.</p> <p>Instructors will complete all compulsory training in regard to FERPA, Title IX, and Campus Safety.</p>
Qualifications:	<ul style="list-style-type: none"> • MA in Math is required OR an MA plus 18 graduate hours in Math. • LMS experience required. • Must be able to effectively teach online and face-to-face. • Must be able to effectively instruct high school students taking college classes.
Anticipated Hiring Range:	\$42,382 minimum; Salary will be determined by candidate's education and experience related to higher education
Additional Information:	Availability to teach day, evening and online courses at Martin and Bertie campuses, Bertie Early College and Bertie High School campuses.
Benefits:	State Health Plan Dental Insurance Vision Insurance Supplemental Insurance (AFLAC) NC Retirement Plan (TSERS) Leave (Sick, FMLA, Civil and Military, Community Service, Education, and Voluntary Shared) Paid Holidays
FLSA Status:	Exempt
Application Deadline:	Position will begin August 1, 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