



Mississippi Gulf Coast Community College

Notice of Vacancy

Location of Position: JEFFERSON DAVIS CAMPUS, GULFPORT, MISSISSIPPI

Position Available: BIOLOGY INSTRUCTOR	Classification: <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Hourly
Date Position Available: JANUARY 4, 2010	Salary Scale: Salary based on experience and education

Qualifications & Experience:

MANDATORY: (M1) Master's degree with (18) graduate semester hours in Biology from a regionally accredited institution of higher learning. **(M2)** Community college and/or college-level teaching experience in Biology, and Anatomy & Physiology. **(M3)** Written and interpersonal communication skills.

DESIRABLE: (D1) D2L functional knowledge. **(D2)** Familiarity with basic Internet, Email and Word Processing functions. **(D3)** Multi-media instructional delivery experience.

The College:

The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

Application Information & Deadline

For additional information on the position, contact:

Mr. Larry Miller
Dean of Instruction
MGCCC – Jefferson Davis Campus
2226 Switzer Road
Gulfport, MS 39507
(228)896-2506
E-mail: larry.miller@mgccc.edu

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:

October 29, 2009

Mail all documents to: **Human Resources Office**
P.O. Box 609
Perkinston, MS 39573
E-mail: human.resources@mgccc.edu

Job Listing Web Address: www.mgccc.edu

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.



JOB DESCRIPTION BIOLOGY INSTRUCTOR

GENERAL STATEMENT OF FUNCTION: Responsible for the teaching of assigned courses at assigned sites as well as the other duties and responsibilities inherent in this position. Reports to the Chairperson of the Science Department at the Jefferson Davis Campus.

DUTIES AND RESPONSIBILITIES:

1. Using both the traditional and the non-traditional formats – short-term, weekend, on-line, hybrid, off-campus, web-enhanced, teach a full load of assigned courses at times when needed – (1) during the day including early morning, late afternoon, and evening and on (2) holidays and/or (3) weekends. Courses to be taught can include, General Biology I and II, Human Anatomy and Physiology I and II, Microbiology, Zoology, and Botany.
2. Work to improve the methods, content, and value of each course taught.
3. Provide students with course objective and course outlines that have been approved.
4. Perform extra-curricula duties as assigned.
5. Attend all departmental and general faculty meetings.
6. Establish, post, and maintain office hours as directed by college policy.
7. Work with Department Chairperson, other Biology, Chemistry and Science instructors, and Administration in the continued evaluation and improvement of the Science Department curriculum.
8. Maintain a familiarity with Learning Resources services available to the Science Department and make recommendations for LRC improvements via the Science Department Chairperson.
9. Participate in the Student Advisory system by developing a familiarity with requirements in Science Department curricula at senior institutions and making recommendations to students.
10. Counsel with students and refer to appropriate counselors as necessary.
11. Work to maintain proper public relations with the community.
12. Understand the mission of MGCCC as it pertains to helping students to perform in the classroom at the level of their capabilities.
13. Actively serve as recruiters and advisors.
14. Promote and participate in student activities and organizations/clubs/associations.
15. Participate in the MGCCC Mentor/Mentee program.
16. Perform other duties as requested.