**Notice of Vacancy**

**Location of Position:** George County Center, Lucedale, Mississippi

<table>
<thead>
<tr>
<th>Position Available:</th>
<th>Classification:</th>
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<tbody>
<tr>
<td>Psychology Instructor</td>
<td>___ Administration</td>
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<td></td>
<td>___ Staff</td>
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</tbody>
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<table>
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<tr>
<th>Date Position Available:</th>
<th>Salary Scale:</th>
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<tbody>
<tr>
<td>August 2013</td>
<td>Salary based on experience and education</td>
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</table>

**Qualifications & Experience:**

**MANDATORY:** (M1) Master’s degree in Psychology or a Master’s degree with at least (18) graduate semester hours in Psychology from a regionally accredited institution of higher learning. (M2) Written and interpersonal communication skills. (M3) Previous teaching skills. (M4) Familiarity with basic Internet, e-mail, and word processing functions.

**DESIRABLE:** (D1) 18 graduate hours in Sociology. (D2) Community college and/or college-level teaching experience. (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 County 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:

Cheryl Bond  
Assistant Dean  
MGCCC George County Center  
P.O. Box 77  
Lucedale, MS 39452
(601)766-6422  
cheryl.bond@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:

**July 29, 2013**

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](http://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
Psychology Instructor

GENERAL STATEMENT OF FUNCTION:

Incumbent teaches a full load and in their discipline and also advise students and is under the direction and supervision of the Assistant Dean.

DUTIES AND RESPONSIBILITIES:

1. Teach a full load of courses in Psychology using both the traditional and the non-traditional formats – short-term, weekend, on-line, hybrid, web-enhanced, evening – 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.
2. Curriculum supervision and duties assigned by the administrative staff.
3. Improvements of the methods, content, and value of each course taught and at all times strive to better understand the students and their needs for the present and future.
4. Teach, in addition to the subject matter, good citizenship, respect for the rights of others, respect for college property and the proper attitude toward education both in and out of the classroom.
5. Attend all departmental and general faculty meetings.
6. Establish, post, and maintain office hours as directed by college policy.
7. Complete necessary paperwork on or before deadlines.
8. Counsel/advise students in an effort to provide effective guidance.
9. Realize and act upon your importance as a public relations agent for the college.
10. Make use of student services and materials to improve teaching effectiveness.
11. Conduct class for the full class period as scheduled.
12. Participate in budget preparation and acquisition of instructional materials and supplies as required.
13. Utilize the computer, library, media, and learning lab resources.
14. Explore alternative/innovative instructional methods of teaching.
15. Meet the employee development requirements of the college (15 clock hours in an academic year).
16. Perform other duties as assigned by appropriate college personnel.
17. Provide students with course objectives and course outlines that have been approved by the academic coordinator and the Dean of Instruction.