CONNORS
— STATE COLLEGE —
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JOB DESCRIPTION

JOB TITLE: History Instructor

REPORTS TO: Division Chair-Social Sciences

CLASSIFICATION: Faculty

STATUS: Full-time, exempt

LENGTH OF EMPLOYMENT: 9-month continuing position

JOB OVERVIEW: The History Instructor's primary focus is teaching undergraduate History classes. The instructor may also teach Geography, Political Science and other courses as needed and as appropriate to his or her degree. Opportunities for summer teaching may be available.

DUTIES AND RESPONSIBILITIES:
- Teach 15 credit hours per semester and a reasonable overload as needed
- Required to post/maintain 10 office hours each week
- Teach some night classes as needed
- Teach distance education and on-line courses and use multi-media technologies as demand requires
- Teach at any of the CSC instructional sites as the demand requires (Examples: Eddie Warrior Correctional Center, Jess Dunn Correctional Center, Three Rivers Port Campus, West Campus, Warner Campus, or other sites to be determined)
- Prepare lectures for all classes
- Required to spend 37.5 hours per week on campus
- Provide departmental, divisional, and institutional reports as requested
- Serve on departmental, divisional, and institutional committees as requested

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATION/ EXPERIENCE REQUIRED:
- Master's degree in History required, along with 18 graduate hours in Geography or Political Science preferred
- Teaching experience at the two-year community college level preferred

SPECIAL SKILLS:
- All instructors are required to check email and be computer literate
- Use of instructional equipment including ITV equipment, document cameras, etc.
- Knowledge of course development software-WebCT preferred
- Demonstrated willingness and ability to act ethically and socially responsible

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____