



MARION MILITARY INSTITUTE
1101 Washington Street, Marion, Alabama 36756

POSITION: Adjunct Instructor – All Teaching Fields – As Needed

MINIMUM QUALIFICATIONS:

- Academic Teaching Field – A Master’s Degree from a regionally accredited college or university with a minimum of 18 semester hours or 27 quarter hours of graduate work in teaching field.
- Must pass required State of Alabama Background Investigation.

DESIRED QUALIFICATIONS:

- Work experience in higher education
- Experience at a military college
- Experience in utilizing technology in the classroom is preferred.

ESSENTIAL DUTIES:

In addition to adhering to general faculty policies and guidelines specified by the State Board of Education, Faculty/Staff Handbook, President, and Executive Vice President, the successful candidate will also perform the following duties:

- Planning, organizing, and instructing in the day and/or evening and weekends.
- Working with Department Chairs and other faculty to ensure maximum student competency.
- Submit requests for supplies and equipment to Division Chair.
- Maintaining appropriate office hours.
- Attending workshops and meetings to contribute to professional development.
- Keeping appropriate records. Turn all records and grades in to Division Chair at the end of each semester.
- Provide syllabi to all students enrolled in class. Each faculty member will adhere to each course syllabus.
- Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
- Assist in enforcing all college policies.

SALARY: \$500 per teaching credit hour.

APPLICATION DEADLINE/PROCEDURE:

1. A complete application package consists of:
 - MMI employment application (completed and signed)
 - Current resume
 - Transcripts from all schools from which a degree was earned
2. Application forms are available from and should be returned to:

Marion Military Institute
Human Resources
1101 Washington Street
Marion, Alabama 36756
(334)683.2368
www.marionmilitary.edu

MMI is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Marion Military Institute will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Marion Military Institute is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.