



MARION MILITARY INSTITUTE

1101 Washington Street, Marion, Alabama 36756

INTENT TO EMPLOY

Posting Date: February 7, 2019

POSITION: Internal Posting (College English Instructor) This position is posted in compliance with Alabama Code §16-22-15. It is the intent to place a current employee in this position.

JOB SUMMARY: Responsible to the Department Chair and Chief Instructional Officer for instruction of college-level English courses to include composition and literature.

MINIMUM QUALIFICATIONS:

- Minimum of a master's degree in English or a master's degree with 18 graduate hours in English
- Record of successful teaching experience at the collegiate level
- Effective oral and written communication skills
- Efficiency in the use of technology
- Commitment to serving a diverse student population
- Ability to deal effectively with students, faculty, staff, and the public
- Ability to work independently and also function as a member of the instructional team

DESIRED QUALIFICATIONS:

- Previous military experience or previous experience as a student or employee of a military/institute/academy

ESSENTIAL DUTIES: In addition to adhering to general faculty policies and guidelines specified by the Alabama Community College System, MMI Faculty/Staff Handbook, and the Chief Instructional Officer, the successful candidate will also perform the following duties:

- Provide quality instruction in college-level English courses that the Department Chair and Chief Instructional Officer agree will be taught;
- Work with the English and Humanities Chair to develop and maintain objectives and course learning outcomes and provide evidence of measurement, analysis, and accomplishments;
- Perform required reporting with strict adherence to deadlines;
- Develop, distribute, and adhere to detailed syllabi, including course outlines, in accordance with the MMI syllabus model and requirements;
- Maintain a flexible schedule to meet departmental and college needs;
- Maintain regularly-scheduled office hours;
- Participate in workshops and meeting to contribute to professional development;
- Attend all departmental, faculty, and college meetings;
- Maintain professional conduct in dealing with students, staff, administrators, faculty, and the college community;
- Assist in enforcing all college policies;
- Participate in college committees, as appropriate; and
- Support the College's vision, mission, goals, and strategic actions.

SALARY: Commensurate with education and experience according to the Alabama Community College System Salary Schedule D-1, Rank IA, for a nine-month contract (\$40,590-\$54,814).

PROJECTED START DATE: August 12, 2019

APPLICATION DEADLINE/PROCEDURE:

1. Completed application files must be received in the Human Resources Department by February 28, 2019 at 4:30 P.M.
2. A complete application package consists of:
 - MMI employment application (completed and signed)
 - Letter of interest
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
 - Copy of all college transcripts [Note: Applicants should submit **ONLY** those transcripts from institutions where degrees were awarded (Associates degree or higher. Official transcripts will be required if one is offered the position)]
3. Applicant files which are not complete by the closing date will not be considered.
4. The College may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant must submit employment verifications from current and prior education employers.
6. Application forms are available from and should be returned to:

Marion Military Institute
Human Resources
1101 Washington Street
Marion, Alabama 36756
(334) 683.2363
cfields@marionmilitary.edu
www.marionmilitary.edu

NOTE: Failure of an applicant to submit, or MMI to receive, any item listed above, on or before the closing date, will result in disqualification from further consideration of the position. Only items which are postmarked on or before the closing date can be accepted after the closing date. An application must be completed in its entirety. "See Resume" will not be accepted for previous work experience.

Criminal Background Check:

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a Criminal Background Check consent form and to submit a minimum nonrefundable \$17.50 payment for the cost of the criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

MARION MILITARY INSTITUTE DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.

An advisory committee may review all application files. Individuals selected will be invited for an interview. The President may select one of the recommended applicants to fill the vacancy or may choose to reopen the application and selection process. Applicants must travel at their own expense. If you have a disability and will require accommodations, please notify use at (334) 683.2363.

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.