



MARION MILITARY INSTITUTE
1101 Washington Street, Marion, Alabama 36756

INTENT TO EMPLOY
Posting Date: April 30, 2019

POSITION: Adjunct English Instructor (Deadline Extended)

MINIMUM QUALIFICATIONS:

- Master's degree in English from a regionally accredited college or university or a master's degree with at least 18 graduate hours in English.
- Classroom teaching experience
- Utilization of technology both inside and outside of the classroom
- Effective oral and written communication skills
- Must pass required State of Alabama Background Investigation.

DESIRED QUALIFICATIONS:

- Work experience in higher education
- Experience at a military college

ESSENTIAL DUTIES:

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

- Provide quality instruction in undergraduate English courses that the Department Chair and Chief Instructional Officer agree will be taught;
- Work with the Department Chair to develop and maintain departmental objectives, course outcomes, and accomplishments and to complete required reporting;
- Maintain accurate records and submit reports per deadline as required by the College;
- In adherence to MMIs standard syllabi outline, develop and adhere to course syllabi containing clear course objectives and relevant activities;
- Maintain professional conduct in dealing with students, staff, colleagues, and the college community;
- Demonstrate an understanding of and commitment to the mission and goals of the College;
- Attending workshops and meetings to contribute to professional development, as appropriate; and
- Assist in enforcing all college policies.

SALARY: \$600 per teaching credit hour.

PROJECTED START DATE: August 12, 2019

APPLICATION DEADLINE: Complete application must be received in the Human Resources Office by May 21, 2019 at 4:30 p.m.

APPLICATION PROCEDURE:

1. A complete application package consists of:
 - MMI employment application (completed and signed)
 - Signed letter of interest
 - Cover letter
 - Current resume
 - Transcripts from institutions where degrees were awarded

(Associates degree or higher. Official transcripts will be required if you are offered the position).

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
cfields@marionmilitary.edu
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 Alabama Community College System Board of Trustees, 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.