



MARION MILITARY INSTITUTE
1101 Washington Street, Marion, Alabama 36756

INTENT TO EMPLOY
Posting Date: April 30, 2019

POSITION: Adjunct Mathematics Lab Instructional Assistant (Deadline Extended)

MINIMUM QUALIFICATIONS:

- Bachelor's degree in mathematics from a regionally accredited college or university or in related area with substantive experience in teaching mathematics.
- 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:

- Master's degree in mathematics or master's degree with 18 graduate hours in mathematics
- Military service or experience working in 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 instructional assistance in mathematics lab;
- Maintain accurate reports and submit reports as required by Mathematics instructor and Department Chair;
- 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;
- Attend workshops and meetings, as appropriate; and
- Assist in enforcing all college policies.

SALARY: \$600 per required lab/instructional 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.