



# MARION MILITARY INSTITUTE

1101 Washington Street, Marion, Alabama 36756

## INTENT TO EMPLOY

**Posting Date: January 17, 2020**

**POSITION: College Chemistry Instructor (Deadline Extended)**

**JOB SUMMARY:** Responsible to the Department Chair and Chief Academic Officer for instruction of college-level chemistry and co-requisite lab courses, as offered at Marion Military Institute.

### MINIMUM QUALIFICATIONS:

- Minimum of a master's degree in chemistry or a master's degree with 18 graduate hours in chemistry
- 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 Academic Officer, the successful candidate will also perform the following duties:

- Provide quality instruction in college-level chemistry courses and chemistry, as required that the Department Chair and Chief Academic Officer agree will be taught;
- Work with the Math and Science 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 meetings 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 for a nine-month contract (\$42,214-57,007) based on education and experience.

**PROJECTED START DATE:** August 10, 2020

**APPLICATION DEADLINE/PROCEDURE:**

1. Application package must include:
  - Cover letter addressing how the applicant meets the qualifications
  - Current curriculum vitae
  - At least five professional references with full contact and email information (References will not be contacted without applicant's consent)

**Note:** Official transcript will be required if an offer of employment is made.

Employment is contingent upon a criminal background check.

Additional information will be requested upon receipt of the application packet.

2. Submit application to [MMI-Chemistry@myersmcrac.com](mailto:MMI-Chemistry@myersmcrac.com) (preferably as a PDF) by **April 8, 2020**, for best consideration.
3. Submit nominations to [MMI-Chem-nominate@myersmcrac.com](mailto:MMI-Chem-nominate@myersmcrac.com) will complete contact and email information on the person being nominated.
4. Application forms are available at [www.marionmilitary.edu](http://www.marionmilitary.edu)

**Emily Parker Myers**, CEO, and **Jennifer Barfield**, Senior Vice President, of **Myers McRae Executive Search and Consulting**, are assisting with the search. <https://www.myersmcrac.com>

**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.**

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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) 683.2368.

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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 ACCS 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.