

Antonelli College- Hattiesburg Campus

Position Summary:

The Instructor is responsible for the classroom instruction of course curriculum to students and to maintain elements of the facilities and department along with Department Chair (DC) and fellow Instructors. The Instructor responsibilities will include:

- Maintaining course content, student grading records, and deliver the approved curriculum in innovative and engaging classroom situations.
- Teaching courses assigned by the Department Chair quarterly.
- Maintaining personal files of syllabi, lesson plans, and course materials.
- Deliver pertinent documentation to Department Chairs on a regular basis, adhering to all established deadlines.
- Attend departmental meetings on a weekly basis while classes are in session to impart and gather information; discuss issues, students, teaching, facilities, etc.
- Attend quarterly New Student Orientation and Student Appreciation events.
- Maintain memberships and relationships with related Professional organizations and groups as appropriate.

Critical Skills:

- Ability to manage a dynamic schedule and adapt to new curriculum changes, and changes in schedules from quarter to quarter.
- Ability to take knowledge of a subject and get to the level of understanding of a student.
- Excellent presentation skills.
- The desire to want students to succeed, graduate and have a rewarding career.
- Work well in a team environment.
- IT systems proficiency; Microsoft Office, education related software, relevant program specific software.
- Excellent written and verbal communication skills. Ability to function with relevant respective skills and persuasiveness.

JOB REQUIREMENTS

Education and Experience:

- Faculty teaching professional, occupational, and technical courses **must hold a minimum of an associate degree**. Additionally, they are required to have four years of direct working experience within the field. Teaching experience does not count toward this experience requirement.
- Faculty teaching in specialized programs may be required to hold additional state licenses, industry certifications, or meet criteria different from requirements above.
- All degrees must be awarded by an institution accredited by a U.S. Secretary of Education–recognized accrediting agency in one of the fields in which instruction is offered by the college is required, or by a recognized foreign institution with a full evaluation of a degree performed by an acceptable credential evaluation agency.
- Experience teaching in a post-secondary education environment strongly preferred.

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