

English Faculty

Full-time, 9-month instructional position available in English in the Liberal Arts Division. The position will commence Spring semester 2025 (1/13/25).

Essential Duties include but are not limited to the following:

- Maintains minimum of 15 credit/18 contact hours of classroom, clinical and/or laboratory instruction per term and reflects a 40-hour work week.
- Meets with all classes as scheduled and provides the full component of instruction.
- Provides appropriate assistance and supervision to students in all classrooms, clinicals and/or laboratories.
- Delivers instruction based on the learning objectives and course outcomes found in the official College syllabus.
- Develops and maintains appropriate course materials to be distributed to students.
- Maintains current knowledge and skills in the faculty member's discipline and in teaching strategies.
- Holds at least five (5) office hours per week for student consultation and advisement.
- Maintains accurate academic and attendance records for all students.
- Reports attendance information, midterm deficiencies, and final term grade to the Student Records Office in the manner and by the dates specified.
- Operates within the organizational structure and policies of the College.
- Attends departmental, divisional, and professional development meetings and other College activities as required.

- Attends graduation ceremonies and assists as requested.
 - Assists the divisional Dean, Assistant Dean, Program Director and/or Program Coordinator in maintaining an inventory of appropriate educational supplies and equipment.
 - Maintains proper housekeeping and safety rules in classrooms, clinicals and/or laboratories.
 - Maintains security of College property.
 - Serves on College committees.
 - Performs community service including serving on and working with community organizations, area agencies, and /or advisory committees.
 - Maintains professional relationships with students, peers, and staff to promote competence, education, and training related to program.

Qualifications:

- Master's degree in English, composition, rhetoric, or literature
- Previous post-secondary teaching experience preferred.

**Review of Resumes to begin 9/9/24
and until filled
(Posted 8/26/24)**

North Central State College is a great place to work. We offer:

- Competitive pay*
- Summers off*
- 5-week holiday break during Christmas and New Year's*
- Medical/Dental/Vision Insurance with low deductibles and low co-insurance*
- College Contribution towards retirement: 14% for STRS participants; 11.09% for Alternative Retirement Plan participants*
- College paid life insurance*
- College paid long-term disability insurance*
- 24 personal hours/year*
- 120 hours of sick time/year*
- 12 holidays/year*
- Free tuition at the College for employee, spouse, and dependents*
- Tuition reimbursement for courses taken outside the College for employees*

And more!



North Central State College

Please express your interest in this position by submitting a letter of application and resume:

www.ncstatecollege.edu/jobs

or send to:

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906