



# Position Announcement

Posted: October 30, 2019

## ENGLISH FACULTY

North Central State College is accepting applications for a full-time 9-month **English Faculty** member. The position will begin Fall Semester 2020 (August 17, 2020).

*Essential duties/responsibilities 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 workweek.
- Meets with all classes as scheduled and provides the full component of instruction.
- Provides appropriate assistance and supervision to students in all classrooms and/or labs.
- 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 four (4) office hours per week for student consultation and advisement.
- Maintains accurate academic records for all students.
- Maintains accurate 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 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 proper housekeeping, safety, and security in classrooms and/or labs.
- Assists in maintaining appropriate educational supplies and equipment classrooms and/or labs.
- Maintains professional relationships with students, peers, and staff to promote competence, education, and training related to program.

### Qualifications:

- Master's degree in English (with emphasis in composition, rhetoric, or literature).
- Postsecondary experience teaching composition preferred.
- Some experience with learning management systems, electronic textbook supplements, and online and hybrid instruction preferred.

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

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to

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

Resumes will be reviewed beginning December 2019 and until filled.