



Notice of Vacancy

Position: Cosmetology Instructor

Job Description:

Primarily responsible for organizing and carrying out structured learning processes for students in Cosmetology program. In addition, instructors participate in the full range of professional and college-related activities including student advising, curriculum development, professional growth, departmental and college-wide meetings, committee activity, and community involvement. Reports to the Associate Vice President for Career Technical Education.

Duties and Responsibilities:

- Plans and teaches Cosmetology classes, labs and/or clinicals as assigned.
- Develops, implements, and evaluates student clinical/classroom learning activities.
- Provides a positive role model for the students, especially in areas of caring, advocacy, respect for self and others, collegiality, ethical behavior, ethical reasoning, and strong work ethic (including responsibility, dependability, and accountability) and provides constructive feedback to students.
- Provides direct supervision and evaluation of students as they perform in lab/clinic as scheduled.
- Provides professional clinical support through pre- and post-conferences.
- Evaluates student achievement in terms of course and program objectives or competencies, grades and returns students' written assignments in a timely manner, assigns grades for courses according to policies.
- Notifies students who may be having problems in clinical/shop performance.
- Participates in advising of students regarding program requirements, career prospects, and college-wide issues; maintains appropriate office hours.
- Participates in reviewing and revising the program policies and procedures on a periodic basis.
- Participates in the construction, implementation, evaluation and revision of the curriculum on a periodic basis.
- Initiates periodic self-evaluation, self-growth, and professional development.
- Participates in appropriate campus and faculty activities of the college.
- Assists with the development and evaluation of policies and standards for the selection, admission, promotion, and graduation of Cosmetology students within the framework of the policies of the college.
- Assists with the selection of new students from a pool of applicants.
- This job description is not intended to be all-inclusive and the employee will also perform other reasonably related duties as assigned.

Salary: Salary will be commensurate with education background and work experience.

Application Due: June 30, 2022

Qualifications:

- Cosmetologist. Three years Cosmetology working experience.
- Current state-issued Cosmetology Instructor License.

Evaluation Criteria:

1. Cover Letter, Resume and SMCC application
<http://www.smcc.edu/files/employment/staff/pdf/staffapp.pdf>
2. Contact information for three references
3. Transcripts (only if applicant is selected by the screening committee for an interview)
4. Personal interview (only if applicant is selected by the screening committee for an interview)

Contact: Jennifer Knight, Human Resources Administrator, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666 Phone: 601-276-3850 Fax: 601-276-4331 E-mail: jknight@smcc.edu

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.