



## POSITION ANNOUNCEMENT

**Position:** Music and Piano Instructor

**Job Description:** Southwest Mississippi Community College has an opening for a full-time music and piano instructor. The instructor is responsible for the coordination, planning, preparations, presentations, and evaluation of classroom instruction and related activities, including individual lessons. The instructor is responsible for performing assigned duties during the day, evening, or weekend on Southwest Mississippi Community College campus as assigned. At a minimum, the related activities include instruction, instructional counseling, academic advising, serving on various committees, participating in local, state, regional and national professional activities and organizations. This position reports to the Vice President for Instruction.

**Duties and Responsibilities:** Include but are not limited to:

- Serves as advisor for assigned students as part of the guidance/academic advising program
- Maintains competency and minimum requirements for teachings
- Prepares a course syllabus for each course taught; reviews and revises it annually and provides copies for the division chair and Vice President for Instruction.
- Serves on committees as appointed
- Assists in the recruitment of students, especially for SMCC music programs
- Teaches classes as assigned according to college policy.
- Performs assigned duties during orientation, registration, homecoming, graduation, and intercollegiate activities

**Salary:** Based on Current Salary Schedule

**Qualifications:**

Required: Master's degree with a minimum of eighteen (18) graduate hours in subject area to be taught  
Preferred: Doctoral degree  
Excellent communication/interpersonal skills, initiative  
Flexibility

**Experience:** Applicants must have two (2) years of successful college teaching experience.

**Contact:** Send cover letter, application, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: [hr@smcc.edu](mailto:hr@smcc.edu)

**Application Deadline: August 1, 2022** Failure to include requested application information will preclude applicant from consideration of position.

**Nondiscrimination Statement:**

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.