



Notice of Vacancy

Position: Workforce Adjunct EMT Instructor

**Regional Workforce Training Center
Southwest Mississippi Community College
1156 College Drive, Summit MS 39666**

Job Description: Assist with the instruction and training within the EMT Basic program in accordance with NREMT and MS BEMS standards. Assignments may include theory courses, skills laboratory supervision and instruction, and/or community based field learning assignments.

Duties and Responsibilities:

- Teaches curriculum for specific workforce courses established by NREMT and the State of Mississippi at a variety of times and locations, including evenings and weekends
- Assist in the instruction of refresher course as needed
- Schedule clinical for students with AAA Ambulance.
- Collaborates with Workforce Program Coordinators to develop Workforce schedules.
- Serves as a community resource person and represents the college to outside groups when requested.
- Submits required college reports and forms.
- Develops and utilizes a course syllabus for each course, following established institutional guidelines.
- Advises students in career and program matters.
- Provides timely, quality access to students through electronic communication, or other appropriate method.
- Keep records of students' attendance, grades and experiences.
- Maintain capital equipment and supplies in the EMT Department.
- Student recruitment, participate in data collection, participate in laboratory instructional days on all levels.
- Responsible for other reasonable, related duties as assigned.

Salary: \$35.00 hour + prep time for workforce training

Application Due: January 08, 2021

Qualification: NREMT AND STATE OF MISSISSIPPI PARAMEDIC CERTIFICATIONS; BLS, ACLS AND PALS CERTIFICATIONS; PHTLS CERTIFICATION. Minimum 2 years' experience in the prehospital or hospital setting or combination of clinical/field and education experience. Prior teaching experience preferred.

Evaluation Criteria: SMCC will use the following to evaluate each applicant:

1. Letter of application and supporting credentials <http://www.smcc.edu/files/employment/staff/pdf/staffapp.pdf>
2. Resume
3. Transcripts (only if applicant is selected by the screening committee for an interview) Personal interview (only if applicant is selected by the screening committee for an interview)

Contact: Becky Newman, HR Director, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666; Phone: (601) 276-3841, Email: bnewman@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.