

FORT SCOTT COMMUNITY COLLEGE
Position Description FA07

NAME: _____ **JOB TITLE:** Communications Instructor

DIVISION/DEPARTMENT: Communications, English, Fine Arts, Humanities

RESPONSIBLE TO: Vice President of Academic Affairs

MONTHS PER YEAR: 9 **HOURS PER WEEK:** Exempt **UPDATE:** 7-2019

CREDENTIALS:

- Master's Degree in Communications or related field; ability to teach Public Speaking and/or Theater courses
- Teaching experience, preferably in a community college setting
- Experience in theater production (acting and directing) preferred, not required
- Excellent oral and written communication skills
- Demonstrated ability to work closely with others in a variety of different areas
- Understanding of and commitment to the mission of the community college
- Strong leadership, organizational, and time management skills
- Strong self-motivation
- Ability to recruit students into the program
- Ability and willingness to work flexible hours, including some weekends and evenings

JOB PURPOSE:

- Teaching courses and outcomes required by FSCC in accordance with regulatory agencies
- Support institutional advancement with program review and assessment to support student learning
- Recruit students
- Develop strong informative community relations, and act as ambassador for FSCC

DUTIES AND RESPONSIBILITIES:

- Teach a full load (15 semester hours) of courses
- Promote FSCC Communications & Theater through community activities
- Actively participate in college activities and initiatives
- Assist with Drama/Theater programs
- Recommend and administer the departmental budget
- Attend meetings and conferences as required by the college
- Other duties as assigned

Salary range based on experience and credentials

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.