



MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form

Division/Department:	Arts and Sciences
Job Title:	Adjunct Faculty, Chemistry
Reports to:	Dean of Arts & Sciences

Level/Grade	Type of position: <input type="checkbox"/> Full-time Permanent <input type="checkbox"/> Full-time Temporary <input checked="" type="checkbox"/> Part-time Temporary <input type="checkbox"/> 9.5 month <input type="checkbox"/> 12 month	
Revision Date 2025.11.25		

INTRODUCTION TO MTCC

Location

MTCC is located in Marion, N.C., a small, pleasant town at the edge of the Blue Ridge Mountains with the tagline, "Where Main Street Meets the Mountains." Just off Interstate 40, Marion is located approximately 35 miles east of Asheville in McDowell County.

The College

Our Vision at MTCC is to *learn and grow* while focusing on individuals, our community, and our institution. In our Vision 2025 Plan, we established a new set of College Value statements that guide our employees' work:

- We are **Caring** and **Supportive** of all.
- We are **Reliable** and **Available** when needed.
- We are **Sincere** in our Commitment.
- We are **Amazing**.

Institutional Goals—All employees play a role in our collective work to make measurable progress by the end of 2025 towards each goal.

- Goal 1: Access—We will expand learning opportunities and remove barriers to enrollment.
- Goal 2: Retention and Progression—We will enhance student support with holistic, wrap-around student services and decrease barriers to persistence.
- Goal 3: Quality—We will improve quality through intentional partnerships and finding equitable solutions to enhance the learning environment.
- Goal 4: Success-- We will increase opportunities for student success and transitions to further education or employment.

GENERAL RESPONSIBILITIES

Under the supervision of the Dean of Arts and Sciences, the Chief Academic Officer, and in accordance with the overall plan of the College, the curriculum faculty provide effective learning conditions for all students through the design, planning, organization, execution, and evaluation of student performance in assigned areas, curriculum courses, classes or programs.

SPECIFIC RESPONSIBILITIES

1. Instruct scheduled courses in Chemistry (Chm 151 & Chm 152) in accordance with the Program of Study and the description published in the MTCC Catalog and the North Carolina Community College System Common Course Library.
2. Collaborate with the Dean of Arts and Sciences and/or Department Chair in developing, implementing, and evaluating the curriculum and program outcomes.
3. Schedule and post regular office hours for consultations with students.
4. Accurately complete and submit paperwork in a timely manner to the appropriate area, including: course syllabus for each course taught, attendance rosters, office hours, grade reporting, drop/add forms, independent study forms, course substitutions, credit by exam forms, surveys, etc.
5. Assist the Dean of Arts and Sciences and/or Department Chair in maintaining current and permanent official student records with storage that prevents damage and unauthorized use in compliance accrediting and certifying agencies.
6. Recommend textbooks with Dean of Arts and Sciences and/or Department chair in accordance with the college's textbook ordering procedures.
7. Support the college in planning for and implementation of teaching and learning principles designed to support all students.
8. Implement all policies as established by the Board of Trustees.
9. Other duties as assigned.

QUALIFICATIONS

The candidate's education must be commensurate with the academic area and within the guidelines of the North Carolina Community College System and the Southern Association of Colleges and Schools Commission on Colleges.

Candidate must:

- possess an earned master's degree with a minimum of 18 graduate semester hours in Chemistry.
- be a dependable, dedicated professional and a highly-motivated self-starter.
- demonstrate excellent oral and written communication skills and proficiency with computer software and learning management systems.

- present a professional teaching presence for theory and practical skills to develop rapport with students, faculty, and workforce industry partners
- demonstrate competence in the subject matter and be dedicated to adult and community college education.

Experience with teaching online is preferred.