

CLOUD COUNTY COMMUNITY COLLEGE
PROFESSIONAL EMPLOYEE JOB DESCRIPTION

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Position Title: Instructor in Mass Communications, Division of Humanities, Social Sciences, and Business

Reports To: Division Dean of Humanities, Social Sciences, and Business

Type of Contract: Professional Employee (Faculty)

Length of Contract: 9 month, academic year

Date of Position Description: April 2024

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The Administration may change the duties at any time.

GENERAL NARRATIVE DESCRIPTION OF THE POSITION

The Instructor in Mass Communications will be responsible for teaching courses within the English/Communications Department. These may include courses in radio and video production, media writing, media ethics, journalism, advertising, and speech. Master's degree in communication, journalism, or a related field is required. The professional employee should have experience with the hardware and software used in radio and video/television broadcasting and web design. College teaching experience, classroom technology experience, and distance learning experience is preferred.

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RESPONSIBILITIES

The Mass Communications Instructor will:

1. discharge effectively and efficiently the duties and responsibilities as defined in the Master Contract;
2. work with the division and department in the development of assessment and competencies for courses in the department and division;
3. work with the division and department in the development of course competencies, program review, and student outcome assessment;
5. support and participate in division, department, and faculty activities;
6. prepare and update syllabi for all courses taught following the format prescribed by the college and have those syllabi on file in the Vice President for Academic Affairs' offices;

7. work with the division dean and department chair on the preparation of each semester's class schedule;
8. provide information to the Academic Affairs' office for federal, state, and internal reports;
9. work with the division dean and department chair preparing the annual budget and correctly preparing purchase requisitions;
10. assist in the development of all promotional materials for the Mass Communications program;
11. incorporate technology into the curriculum and keep abreast of current technology in the field of mass communications;
12. work with other disciplines to develop interdisciplinary programs;
13. attend and participate in commencement exercises in academic attire;
14. assist in the development and delivery of courses in all educational formats;
15. attend/participate in professional development activities on a regular basis;
16. model and convey appropriate and professional behavior for students in a performance situation;
17. perform other duties as assigned by the Vice President for Academic Affairs or the division dean.

Cloud County Community College offers a complete benefits package to all full-time faculty including:

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid personal leave – 3 days annually
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center