

POSITION ANNOUNCEMENT

Part-Time Court Reporting Technology Instructor

Northeast Mississippi Community College is now accepting applications for a part-time position teaching Information Systems Technology courses. This position will teach Court Reporting Technology courses as prescribed by schedule demands to students majoring in Court Reporting Technology and other technical education major students who may take Court Reporting Technology courses as technical electives.

QUALIFICATIONS:

Required -

- A.A.S or B.S. degree in Court Reporting Technology or a closely related field
- A minimum of two (2) year's work experience within the last five years in the field of Court Reporting Systems
- Proficient in DigitalCAT software or similar software
- Must attend the Institute for Teaching and Learning or its equivalent in content and time
- Ability to relate theories, concepts and skills learned to real-world contexts and situations
- Proven group and one-on-one presentation, communication and organization skills
- Exceptional social and student focused skills
- Ability to sufficiently read, write, and speak the English language

Preferred -

- Master's degree in Court Reporting or a related field
- Five years of experience in the field of Court Reporting
- NCRA, CCR or related Certification

APPLICATION DEADLINE:

Until Filled

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work. (*Applications currently on file can be activated for this position by submission of a cover letter.*)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

Position Description
Northeast Mississippi Community College
Revision Date: September 2023

POSITION: Part – Time Court Reporting Technology Instructor

REPORTS TO: Division Head – Business and Engineering Technology

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ROLE: Part-time position teaching Information Systems Technology courses. Teach Court Reporting Technology courses as prescribed by schedule demands to students majoring in Court Reporting Technology and other technical education major students who may take Court Reporting Technology courses as technical electives.

ACTIVITIES:

- Prepare and deliver lecture and laboratory courses in the Court Reporting Technology instructional program.
- Conduct theory and laboratory assessment in relation to course competencies/objectives
- Keep inventory of laboratory equipment operational, up-to-date and consistent with occupation standard requirements
- Develop budgets and requisitions for specific course or program supply operation requirements
- Develop needs assessment for laboratory equipment, staff development, facility repair or improvement
- Develop and coordinate Advisory/Craft committee meetings as required

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- Develop and maintain relationships with local industry.
- Keep abreast of current developments in the field of Court Reporting Technology
- Assist with employment contacts for graduating students
- Coordinate program activities with other instructors in technology disciplines
- Complete college reports as required
- Start and end scheduled classes on a strict timeline set forth by a published college schedule document

NOTE:

Job description, role, and activities may change at any time without prior notice.