



INTERIM INSTRUCTOR, ASSISTANT PROFESSOR OF MUSIC HUMANITIES DIVISION

REPORT TO: Department Chair

E CLASS: FT 10 MONTH

FLSA: Exempt

PURPOSE: The Office of the Provost invites applications for the interim position of Music Instructor to teach various undergraduate courses and applied lessons in music. In addition to your teaching load, or its equivalent, you will be responsible for instructional and non-instructional activities, including academic and student support programs and activities consistent with the mission of Miles College. These include but are not limited to holding office hours, academic tutoring sufficient to meet the needs of students, ensuring curricula and program quality, integrity and review, assessment plans and reports, committee work, systematic academic advisement of students, advisement of student organizations, attendance at divisional, faculty and standing committee meetings, and participation in designated academic ceremonies and collaborative activities between Academic Affairs and Student Affairs. Additional responsibilities may also include other duties as assigned.

PREFERRED QUALIFICATIONS:

- Master's in Music or Music Education or at least 18 hours in the discipline from an accredited program. Ph.D. preferred.
- Previous teaching experience.
- Practical or real-world experience may be required for some courses.
- Complete required training as assigned.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Teaching areas could include, but are not limited to, music theory, music history, methods classes, music technology, and applied lessons.
- Other responsibilities include attending student recitals, concerts, and other musical activities.
- Recruit students for the music program, maintaining vocal music library, sound and associated music equipment.
- Availability during posted office hours for student advisement, tutoring and academic assistance.
- Encouraging student retention, continuity, progress in coursework and program, and student success.
- Responsible for working with other faculty on learner and program outcome monitoring of courses and program(s).
- Work with other instructors and college personnel to promote Miles College and the

curricula offerings. Maintain and enhance teaching excellence through ongoing professional development by participation through in-service training, workshops, seminars, travel, and publication.

- Provide input in the college's organizational shared governance structure through involvement in committees, councils, and supportive activities related to developing and enhancing the college mission and strategies.
- Recruit music students from area high schools. 16. Accompany vocal ensembles.

KNOWLEDGE, SKILLS, & ABILITIES: Applicants should be familiar with online learning platforms; have great communication skills, administrative skills, and organizational skills; be extremely knowledgeable in their area of expertise and be able to convey their knowledge to the students of Miles College; work well with others; and professionally present themselves.

WORK ENVIRONMENT:

The work environment includes exposure to physical conditions typical of a standard office environment. Most of the job is performed while sitting, although occasional standing, walking, lifting, and carrying small objects may be required.

TRAVEL:

Travel is required for this position.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or

participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).