

Niiwin Akeaa Campus  
111 Beartown Road  
Baraga, MI 49908  
Phone: (906) 353-4630  
Fax: (906) 353-8107



Wabanung Campus  
770 N. Main St.  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8106

[www.kbocc.edu](http://www.kbocc.edu)

*"Catch Your Dream Through a Superior Education"*

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## Job Description

**POSITION:** Liberal Studies Department Chair

**DEPARTMENT:** Liberal Studies

**LOCATION:** KBOCC Wabanung Campus, 770 N. Main St. L'Anse, MI. 49946

**SUPERVISOR:** Dean of Instruction

**SALARY:** Commensurate with experience

### SUMMARY:

The Liberal Studies Faculty Chair serves as an instructor and program director for the Liberal Studies Department. In addition, the Chair may have oversight of grant funded initiatives related to Liberal Studies. The Chair is responsible for the planning, coordination, evaluation, and on-going assessment of the instructional program; student advising, selection, and supervision; peer performance review; preparation of department reports and other documents; administration of the department budget; active participation in faculty council and other committees as assigned; communication of administrative directives to faculty and students and student and faculty concerns to administration; and mediation of issues among those within the department.

### QUALIFICATIONS:

Ph.D. or Master's Degree with a minimum of 18 graduate credit hours in a qualifying Liberal Studies field (Math, Chemistry, Social Sciences, and/or Writing Studies including pedagogy, or other related field), from an accredited institution and teaching experience in higher education are required. Preferred credentials include a doctoral degree in a Liberal Studies STEM field, three years or more full-time teaching experience in higher education, experience with accreditation and assessment of student learning, curriculum development, and program evaluation and assessment in higher education.

## RESPONSIBILITIES:

- Teach a full-time course load within the department (may be combined with funding from grant initiative for additional hours per week).
- Use proficiently the MS Office suite, internet and other hardware and software as needed.
- Advise and mentor departmental majors, including student organizations.
- Assist with the development and implementation of the academic strategic plan within the department, particularly in the areas of recruiting, course transferability, and articulation.
- Manage departmental academic affairs to include the class schedules, syllabi, incorporation of Ojibwa content throughout the program, course inventory, and catalog.
- Manage departmental planning and evaluation.
- Plan and conduct assessment of student learning.
- Supervise and mentor adjunct faculty within the department.
- Manage budget, capital and physical equipment of the department.
- Participate in recruitment of culturally diverse adjunct faculty in consultation with the Dean of Instruction and full-time faculty of the college.
- Coordinate textbook selection within the department.
- Recommend appropriate materials, such as instruction equipment, learning resources and computer software, for the department.
- Actively participate in the maintenance of criteria required for college accreditation.
- Seek external funding for projects related to the department.
- Recommend and coordinate staff development and other activities for faculty within the department.
- Represent the college/department within the community at various functions.
- Plan and conduct program advisory activities twice a year or more if needed.
- Supervise student interns or other workers as appropriate.
- Attend graduation and honors ceremonies.
- Perform other duties as assigned by the Dean of Instruction.
- Employ excellent written and oral communication skills. □ □
- Possess or quickly acquire knowledge of college policies and procedures.
- Collaborate effectively in teams.
- Take initiative to engage work and responsibility to achieve desired outcomes.
- Demonstrate interest in development of multiple modalities in teaching and learning.
- Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing and physical exam
- Possesses minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):
  - Crimes of violence
  - Molestation
  - Contact with or prostitution
  - Offenses committed against children
  - Sexual assault
  - Exploitation
  - Crimes against persons
  - Child abuse or neglect

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.

**CLOSING DATE:** Open until filled

**NATIVE AMERICAN PREFERENCE:** Preference will be given to qualified applicants according to policy

**VETERAN PREFERENCE:** Preference will also be given to qualified Veterans (need DD214)

**APPLICATION PROCEDURE:**

Submit an application, cover letter, resume, certification/transcripts, and three reference letters to:

Human Resources

Keweenaw Bay Ojibwa Community College P.O. Box 519

Baraga, MI 49908

Or email [HR@kbocc.edu](mailto:HR@kbocc.edu) with all documentation