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

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### **Job Description**

**POSITION:** Biology and Intro Chemistry Adjunct Faculty

**DEPARTMENT:** Academic Affairs

**LOCATION:** Online

**SUPERVISORY CONTROL:** Dean of Instruction

**SALARY:** Based on Degree level

**START DATE:** Spring 2022 Semester

**CLOSING DATE:** Open until filled

### **SUMMARY:**

Keweenaw Bay Ojibwa Community College seeks candidates for a part-time online Biology and Chemistry Instructor to teach General Biology, Microbiology, Chemistry for Health Sciences, and Anatomy and Physiology I and II and other science courses in an ongoing rotation.

### **QUALIFICATIONS:**

- Master's Degree or higher in a sciences field with coursework and teaching experience in introductory Biology and Chemistry courses, including General Biology, Chemistry for Health Sciences, Anatomy and Physiology I & II, Microbiology, and other sciences courses as needed.
- Broad knowledge of adult learning theory and online pedagogy.
- Ability to contribute to course creation
- Conduct Course Learning Outcomes assessments in collaboration with the Dean of Instruction and the Accreditation Coordinator.
- Willingness to take paid faculty development training
- Ability to communicate effectively with college leaders as well as industry leaders to meet program goals and requirement.

## **Responsibilities:**

- Teach lab sciences courses as assigned
- Maintain required office hours by Zoom
- Develop proficiency in the Jenzabar eLearning LMS
- Abide by KBOCC online course policies as outlined in the Faculty Guidebook
- Administer CLO, student course evaluation and other surveys and data gathering tools
- Complete annual faculty self-assessment

## **DUTIES:**

- Employ excellent written and oral communication skills.
- Possess or quickly acquire knowledge of college policies and procedures.
- Collaborate effectively in teams.
- Use proficiently the MS Office suite, internet and other hardware and software as needed.
- Must be able to lift 50 lbs., and ability to bend and ability to stand for long periods of time.

## **PRE-EMPLOYMENT**

- 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

Sexual assault

Molestation

Exploitation

Contact with or prostitution

Crimes against persons

Offenses committed against children

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 of similar kind or level difficulty.

## **NATIVE AMERICAN PREFERENCE:**

Preference will be given to qualified applicants according to policy.

**VETERAN PREFERENCE:**

Preference will be given to qualified veterans, (will need DD214)

**APPLICATION PROCEDURE:**

Submit an official KBOCC application, cover letter, resume, certifications and 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

Direct questions about the position to the Dean of Instruction at [dean@kbocc.edu](mailto:dean@kbocc.edu)