

Wabanung Campus  
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Arts & Agricultural Center  
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*"Catch Your Dream Through a Superior Education"*

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## **Job Description**

**Position:** Department Chair (Full Time 10 Month contract)

**Department:** Health Science

**Supervisor:** Dean of Academic Affairs

**Location:** Wabanung Campus

**Salary:** Grade 14

### **SUMMARY:**

The Health Science Department Chair serves as an instructor and program director for the Health Science Department. In addition, the Health Science Department Chair may have oversight of grant funded initiatives related to Health Sciences. 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 Health Science (A&P, Healthcare Management, Microbiology, etc) field from an accredited institution.
- Experience in Science Lab oversight required.
- Preferred credentials include three years or more full-time teaching experience in higher education, including in an online and hybrid environment.
- Must have experience with accreditation and assessment of student learning in higher education.
- Must be able to lift 50 lbs., ability to bend and ability to stand for long periods of time.
- 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

Sexual Assault  
Exploitation

Contact with or prostitution. Crimes against persons  
Offenses committed against children. Child abuse or neglect

## **DUTIES AND RESPONSIBILITIES:**

- Teach a full-time course load within the department of in-person, hybrid and/or online courses (may be combined with funding from grant initiative for additional hours per week).
- Oversight of Science Lab.
- 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 planning and evaluation.
- Participate in recruitment of culturally diverse adjunct faculty in consultation with the Dean and full-time faculty of the college.
- Recommend appropriate materials, such as instruction equipment, learning resources and computer software, for the department.
- Seek external funding for projects related to the department.
- Represent the college/department within the community at various functions.
- 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.
- Advise and mentor departmental majors, including student organizations.
- Manage departmental academic affairs to include the class schedule, syllabi, incorporation of Anishinaabe content throughout the program, course inventory, and catalog.
- Plan and conduct assessment of student learning.
- Supervise and mentor adjunct faculty within the department.
- Manage budget, capital, and physical equipment of the departments.
- Coordinate textbook selection within the department.
- Actively participate in the maintenance of criteria required for college accreditation.
- Recommend and coordinate staff development and other activities for faculty within the department.
- 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.
- Use proficiently the MS Office suite, Jenzabar LMS and other hardware and software as needed.

## **PRE-EMPLOYMENT TESTS:**

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

## **INDIAN PREFERENCE:**

Preference is given to qualified individuals of American Indian descent.

## **VETERAN PREFERENCE:**

Preference is given to qualified veterans (need DD214).

**DEADLINE TO APPLY:** Internally posted until 11/20/2023 @ 4:00 PM. External

candidates are encouraged to apply and will be contacted if no internal candidates are selected. Open until filled.

*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.*

## **APPLICATION PROCEDURE:**

Submit an application, cover letter, resume, transcripts, and three letters of reference to Human Resources, PO Box 519, Baraga MI 49908, or email your completed application to [hr@kbocc.edu](mailto:hr@kbocc.edu).