

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
(906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903 Fax:
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

Business/Entrepreneurship CTE Adjunct Instructor 1 Part-Time non-exempt position

*ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE
APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT*

- ☐ Complete Keweenaw Bay Ojibwa Community College Application
- ☐ Resume and cover letter
- ☐ CTE Teacher certificate
- ☐ Copy of unofficial college transcripts
- ☐ Three current letters of reference
- ☐ Copy of driver's license
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402
OR email hr@kbocc.edu with all documentation

Official KBOCC applications on our website:
<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, Individuals of Indian Ancestry and Veterans will be given preference by law.

Wabanung Campus
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KBOCC Mission Statement: Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.

Job Description

Position: Adjunct Instructor in Business/Entrepreneurship CTE

Days/Times: Monday-Friday 1:30pm-3:00pm during 2025-2026 Academic year (follows the local high school calendar – 3 hours paid/working day)

Supervisor: Dean of Academic Affairs

Location: KBOCC Wabanung Campus, 770 N. Main St, L'Anse, MI

Salary: Dependent upon qualifications

SUMMARY:

Part-time faculty position to teach Business/Entrepreneurship to high school students as part of the CTE programming. Instruction opportunities in college-level courses are also available if desired.

QUALIFICATIONS:

- Master's degree in an applicable field of education from an accredited college or university required.
- CTE Teacher certification preferred.
- Minimum 6 years industry experience.
- Willingness to take complete faculty development training.
- Preferred credentials include three years or more full-time teaching experience.
- Must have experience with accreditation and assessment of student learning in higher education.
- Ability to support KBOCC's mission.
- 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

DUTIES AND RESPONSIBILITIES:

- Teach the foundational elements of business, in areas such as marketing, management and entrepreneurship.
- Employ a wide variety of teaching methods designed to create opportunities for deep understanding and differentiated instruction for all levels of ability within a class, including serving students identified with special needs.
- Provide clear information to students regarding class objectives, weekly assignments, homework requirements, grading rubrics and grading scale.
- Activities related to teaching and learning including, but not limited to: curriculum development, collaborating in learning communities, instructional planning, student evaluation, classroom management, interpersonal relations, promotion of safety and student success
- Develop proficiency in the Canvas LMS and PowerSchool.
- Maintain accurate records of student attendance and achievement.
- Prepare a syllabus for each assigned course which meets KBOCC content requirements.
- Participate in departmental and college events including graduation and honors ceremonies.
- Complete annual State of Michigan TRAC requirements for CTE programs
- Complete annual faculty self-assessment
- Abide by KBOCC course policies as outlined in the Faculty Guidebook.
- Perform other duties as assigned.

PRE-EMPLOYMENT TESTS:

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

NATIVE AMERICAN PREFERENCE:

Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference is given to qualified veterans (need DD214).

CLOSING DATE: Thursday, May 15, 2025

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 official KBOCC application, cover letter, resume, three current letters of references, and your certifications/official transcripts to:

KBOCC Human Resource Office 770 N. Main St, L'Anse, MI 49946

OR email hr@kbocc.edu with all documentation