

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



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

1 Full-time, non-exempt 10-month contract

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
- ☐ Three Current Letters of Recommendation
- ☐ Resume
- ☐ Cover Letter
- ☐ Copy of Unofficial College transcripts
- ☐ 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 DD21

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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JOB DESCRIPTION

POSITION: Business Department Chair
(10-month contract starting immediately)

DEPARTMENT: Academic Affairs/Business Administration

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

SUPERVISORY CONTROL: Dean of Academic Affairs

SALARY: Grade 14

SUMMARY:

The Department Chair for Health Science serves as both an instructor and program director, providing leadership and oversight for the department. This includes managing academic planning, instructional quality, accreditation, budget, and staffing, as well as overseeing grant-funded initiatives related to Business Administration. The Chair also serves as a liaison between faculty, students, and administration.

QUALIFICATIONS:

- Master's degree or higher with a minimum of 18 graduate credit hours in Business Administration (MBA) or Management (MIM) from an accredited institution is required. Candidates with a master's degree in other related Business fields will be considered.
- 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.
- Ability to communicate effectively with college leaders as well as industry leaders to meet program goals and requirements.
- Ability to lift 50 lbs., bend, and stand for extended 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
 - Sexual assault
 - Exploitation
 - Offenses committed against children
 - Crimes against persons
 - Molestation
 - Child abuse or neglect
 - Contact with or prostitution

PRIMARY DUTIES AND RESPONSIBILITIES:

- Teach a full-time course load in in-person, hybrid, and/or online formats (may include additional hours if supported by grant funding).
- Lead departmental strategic planning, including recruitment, course articulation, and transferability.
- Manage academic affairs within the department: class scheduling, syllabi, curriculum updates, course inventory, and catalog revisions.
- Advise and mentor students in the Business programs, including involvement with student organizations.
- Supervise and mentor adjunct faculty.
- Coordinate department textbook selection and instructional resources.
- Develop and implement assessment of student learning outcomes.
- Ensure incorporation of Anishinaabe content throughout the program.
- Assist in recruiting culturally diverse adjunct faculty in collaboration with the Dean/faculty.
- Administer department budget and manage capital and physical resources.
- Seek external funding for program enhancements.
- Represent the department and college at community events and functions.
- Participate in Faculty Council and other college committees as assigned.
- Promote professional development among department faculty.
- Attend commencement and honors ceremonies and other official events.
- Utilize technology proficiently, including MS Office, Canvas, and other relevant software.

WORK ENVIRONMENT & SCHEDULE:

- Standard office and classroom environment
- Oversight and full access to newly developed, state-of-the-art science laboratories
- Contracted 32 hours/week on campus, compensated for 40 hours/week
- Paid breaks aligned with the student academic calendar

EMPLOYMENT BENEFITS:

- Paid Time Off: Minimum of 4 hours sick leave per pay period, plus 4 personal days annually. Additional paid time off during scheduled academic term breaks.
- Employee Assistance Program (EAP): Free and confidential services for employees and their families.
- Professional Development: Access to training and continuing education.
- Work-Life Balance: Supportive workplace policies and flexible scheduling.
- Free daily lunch provided at the campus café.
- Free access to fitness center.

PRE-EMPLOYMENT REQUIREMENTS:

Employment is contingent upon:

- Satisfactory background check
- Pre-employment drug screening
- Pre-employment physical examination

CLOSING DATE: Internal only until 9/29/2025 – External deadline 10/6/2025

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 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(need DD214)

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

**Human Resources
Keweenaw Bay Ojibwa Community College
770 N. Main Street
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or email: hr@kbocc.edu**