

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) 524-8400
Fax: (906) 524-8106

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.

Adjunct Faculty – Business Administration

**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 Native American/Indigenous, 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.

JOB DESCRIPTION

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POSITION: Adjunct Faculty (beginning Fall 2026 semester)

DEPARTMENT: Composition/General Education

LOCATION: KBOCC Wabanung Campus (ON-SITE)
770 N. Main St, L'Anse, MI 49946

SUPERVISORY CONTROL: Dean of Academic Affairs

SALARY: Adjunct Salary Schedule (based on education)

SUMMARY: Our growing institution is searching for experienced candidates for the positions of Composition Adjunct Faculty. The adjunct faculty will be responsible for instructing a part-time course load within the Business Administration Department.

QUALIFICATIONS:

- Master's degree or higher in Business Administration or closely related field from an accredited institution is required. Candidates with a minimum of 18 graduate credits may also 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.
- Willingness to take paid faculty development training (Must have yearly professional development in area of specialty).
- 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

DUTIES AND RESPONSIBILITIES:

1. Teach a part-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).

2. 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.
3. Provide clear information to students regarding class objectives, weekly assignments, homework requirements, grading rubrics and grading scale.
4. Maintain accurate records of student attendance and achievement.
5. Prepare a syllabus for each assigned course which meets KBOCC content requirements.
6. Participate in departmental and college events including graduation and honors ceremonies.
7. Complete annual faculty self-assessment.
8. Abide by KBOCC course policies as outlined in the Faculty Guidebook.
9. Employ excellent written and oral communication skills.
10. Possess or quickly acquire knowledge of college policies and procedures.
11. Collaborate effectively in teams.
12. Use proficiently the MS Office suite, Canvas internet and other hardware and software as needed.
13. Manage academic affairs to include the class schedule, syllabi, incorporation of Anishinaabe content throughout the courses, course inventory, and catalog.
14. Plan and conduct assessment of student learning.
15. Perform other duties as assigned.

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.

PREEMPLOYMENT TESTS: Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing and physical exam.

CLOSING DATE: Open until filled.

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

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

APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume and certification/transcripts to:

KBOCC Human Resource Office
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OR email hr@kbocc.edu with all documentation

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