

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.*

Position: Full-Time Faculty/Science Lab Coordinator

**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.

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JOB DESCRIPTION

POSITION:	Full-Time Faculty/Science Lab Coordinator (10-month contract starting August 2026)
DEPARTMENT:	Health Science
LOCATION:	KBOCC Wabanung Campus 770 N. Main St, L'Anse, MI 49946
SUPERVISORY CONTROL:	Dean of Academic Affairs
SALARY:	Grade 14 (\$25.64 - \$38.46)

SUMMARY: Keweenaw Bay Ojibwa Community College is seeking an experienced and student-centered educator to serve as a Full-Time Faculty - Science Lab Coordinator. This position combines classroom and laboratory instruction with oversight of the College's science laboratory operations.

The Science Laboratory Coordinator is responsible for teaching a full-time instructional load within Biology, Anatomy & Physiology, Microbiology, Health Sciences, and related STEM disciplines while ensuring the effective operation, safety, compliance, and continuous improvement of the College's science laboratories. The position supports student learning through laboratory instruction, faculty collaboration, curriculum development, laboratory management, workforce program support, and community engagement.

The Science Laboratory Coordinator serves as the primary point of contact for laboratory operations and safety and works collaboratively with faculty, staff, students, and external partners to advance science and health science education at KBOCC.

QUALIFICATIONS:

- Master's degree in Biology, Health Sciences, Microbiology, Public Health, Nursing, Allied Health, or related field from an accredited institution preferred.
- Minimum of 18 graduate credit hours in a science-related discipline required.
- Experience teaching college-level science, health science, or STEM courses.
- Knowledge of laboratory safety standards, chemical handling procedures, OSHA

regulations, SDS documentation, and laboratory compliance requirements.

- Experience with educational technology including Canvas, Microsoft Office, and related instructional software.
- Ability to communicate effectively with students, faculty, staff, community partners, and industry representatives.
- Willingness to participate in ongoing professional development and maintain current knowledge within area of expertise.
- 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

RESPONSIBILITIES:

- Teach a full-time course load within the Health Science Department of in-person, hybrid and/or online courses (may be combined with funding from grant initiative for additional hours per week).
- Develop and maintain course syllabi, instructional materials, laboratory exercises, assessments, and student learning outcomes.
- Employ a variety of instructional methods designed to support student engagement, academic success, and workforce readiness.
- Maintain accurate records of attendance, grades, assessments, and student achievement.
- Coordinate the daily operation of the science labs.
- Prepare laboratories for instructional activities and ensure laboratories are organized, maintained, and available for scheduled use.
- Maintain laboratory inventories including chemicals, biological materials, equipment, supplies, and consumables.
- Order laboratory supplies and equipment in accordance with departmental budgets and institutional procedures.
- Develop, implement, and maintain laboratory safety procedures, standard operating procedures, and emergency response protocols.
- Maintain SDS documentation, chemical inventories, safety records, and compliance documentation.
- Ensure compliance with health/safety, accreditation, environmental, and institutional laboratory safety requirements.
- Coordinate laboratory inspections, safety audits, incident reporting, and corrective actions.
- Maintain laboratory equipment and coordinate repairs, calibration, preventative maintenance, and replacement recommendations.
- Support instructional technologies including simulation equipment, virtual laboratories, and Anatomage Table integration.
- Participate in curriculum development, program review, assessment of student learning, accreditation activities, and strategic planning initiatives.
- Support workforce development, dual enrollment, grant-funded projects, student research,

and experiential learning opportunities.

- Participate in faculty meetings, committees, commencement, recruitment activities, community outreach events, and professional development activities.

DUTIES:

- Employ excellent written, verbal, and interpersonal communication skills.
- Collaborate effectively with faculty, staff, students, healthcare organizations, schools, universities, and community partners.
- Use Microsoft Office, Canvas, Jenzabar, and other instructional and institutional technologies as required.
- Assist with recruitment, retention, advising, mentoring, and student success initiatives.
- Support grant activities, community engagement projects, workforce development initiatives, and departmental growth efforts.
- Participate in STEM outreach, healthcare awareness programs, and community educational events.
- Complete annual faculty evaluations, professional development requirements, and institutional reporting requirements.
- Maintain a commitment to culturally responsive teaching, student success, and continuous improvement.
- 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: Internal only posting available until June 16, 2026. External posting available until June 23, 2026, or 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, certification/transcripts, and three reference letters to:

Human Resources
Keweenaw Bay Ojibwa Community College
770 N. Main St, L'Anse, MI 49946 OR
email hr@kbocc.edu with all documentation