

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: General Education Department Chair

*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: General Education Department Chair
(10-month contract starting August 17, 2026)
DEPARTMENT: Academic Affairs/General Education
LOCATION: KBOCC Wabanung Campus
SUPERVISORY CONTROL: Dean of Academic Affairs
SALARY: Grade 14 (\$25.64-38.46 depending on experience)

SUMMARY:

The General Education Department Chair serves as both a faculty member and academic leader for the General Education Department, which includes English, Mathematics, Natural Sciences, Social Sciences, Humanities, and related General Education offerings. The Chair provides leadership and oversight for departmental operations, including curriculum development, assessment, accreditation, budgeting, scheduling, adjunct faculty supervision, advising, and strategic planning.

While responsible for the overall administration and coordination of the department, the Chair's primary instructional assignment is in English Composition, developmental writing, and related communication courses. The Chair works collaboratively with faculty across disciplines to promote student success, strengthen General Education learning outcomes, support institutional goals, and integrate Anishinaabe culture, language, and lifeways throughout the curriculum.

QUALIFICATIONS:

- Doctoral degree in English, Composition and Rhetoric, Writing Studies, Education, or related field preferred.
- Master's degree from an accredited institution with a minimum of 18 graduate credit hours in English, Composition, Rhetoric and Writing Studies, Technical Communication, Literature, Creative Writing, or a closely related field.
- Preferred credentials include three years or more full-time teaching experience in higher education, including in an online and hybrid environment.
- Experience with curriculum development, assessment of student learning, accreditation processes, and academic program administration.
- Demonstrated ability to provide leadership across multiple General Education disciplines including English, Mathematics, Natural Sciences, Social Sciences, and Humanities.
- Strong written, verbal, and interpersonal communication skills.
- Experience using instructional technology and learning management systems, including Canvas.

- Preferred experience with Guided Self-Placement, co-requisite support models, developmental education reform, and writing intensive curriculum initiatives.
- Experience working in a tribal college, community college, or serving Indigenous student populations.
- Ability to communicate effectively with students, faculty, staff, administrators, community partners, and external stakeholders.
- 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:

- Provide leadership, oversight, and coordination for all General Education disciplines, including English, Mathematics, Natural Sciences, Social Sciences, Humanities, and related programs.
- Teach a full-time faculty load in accordance with college policy, with primary responsibility for English Composition, developmental writing, and related communication courses.
- Lead departmental strategic planning, including recruitment, course articulation, and transferability.
- Lead curriculum review and revision for English and developmental writing courses.
- Support writing initiatives and collaborate with faculty to improve student writing across disciplines.
- Monitor placement, progression, and success data for composition courses.
- Develop strategies to improve student persistence and completion in gateway English courses.
- Provide leadership for writing support services, tutoring, and academic intervention efforts.
- Manage academic affairs within the department: class scheduling, syllabi, curriculum updates, course inventory, and catalog revisions.
- Coordinate academic advising within the department and monitor student progression, retention, and completion.
- Review attendance reporting, Early Alerts, and student success data and work collaboratively with Student Services to support student persistence.
- Supervise and mentor adjunct faculty.
- Coordinate department textbook selection and instructional resources.
- Lead departmental assessment activities, annual reporting, program review, and continuous improvement efforts to support institutional effectiveness and accreditation requirements.
- Collaborate with Academic Affairs to maintain transfer pathways, articulation agreements, and course transferability.
- Ensure appropriate integration of Anishinaabe culture, language, history, and perspectives

throughout General Education curriculum in collaboration with cultural faculty and community partners.

- 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, Assessment 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
- This is a 10-month faculty appointment. Duties are performed during the academic year; however, compensation is distributed over 12 months for payroll consistency and year-round benefit administration during the contract period.
- Maintain a regular 40-hour work week with a minimum of 32 hours per week performed on campus during normal College operating hours (less a mandatory 30-minute unpaid lunch period each workday). Up to 8 hours per week may be performed remotely or off campus at designated times approved by the supervisor
- Paid breaks aligned with the student academic calendar

EMPLOYMENT BENEFITS:

- Paid Time Off: Minimum of 4 hours sick leave per pay period, plus 3 personal days annually. Additional paid time off during scheduled academic term breaks.
- Generous benefit package that includes health/vision/dental insurance, life insurance, employee assistance program, short-term and long-term disability, 403b with up to 6% employee match.
- 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

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.

NATIVE AMERICAN PREFERENCE: Preference will be given to qualified individuals of Native American/ Indigenous descent.

VETERAN PREFERENCE: Preference will be given to veterans (need DD214).

DEADLINE TO APPLY: Internal posting closes June 29, 2026. External recruitment will begin on June 30, 2026, and remains open until filled.

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APPLICATION PROCEDURE: Submit an official KBOCC application, and all documentation required on the cover page of job description to:

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Email: hr@kbocc.edu with all documentation
Official KBOCC applications on our website:
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