



JOB DESCRIPTION

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| Job Title: | Assistant Professor of Anthropology |
| Division: | Academics: Department of Humanities & Social Sciences |
| Reports to: | Chief Academic Officer |
| FLSA Classification: | Exempt (Full-time) |
| Supervises: | No |
| Created / Updated: | 05/01/2024 |

POSITION OVERVIEW

Faculty members serve multiple roles as teachers, mentors, colleagues, and scholars. Full-time faculty are expected not only to excel in classroom instruction but also to fulfill various responsibilities as active members of the college community. Regular full-time faculty members teach a required course load in accordance with established guidelines and policies and participate in advising, committee assignments, other academic and institutional support activities, and supervisory responsibilities as assigned.

As teachers, faculty utilize a culturally-sensitive, learner-centered approach to teaching that incorporates active learning strategies and technology to enhance student learning. Primary duties include both in-person and online teaching; course development; student academic advisement; assessment of student learning; and participation in college-wide initiatives. Faculty must possess strong interpersonal and technology skills, the ability to work in teams, and flexibility to teach day, evening, and/or weekend hours as needed.

In addition, full-time faculty members are expected to serve the College by contributing to the growth and enhancement of the College mission and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

INSTRUCTION: Provide appropriate and effective instruction

- Demonstrate that instructional goals and learning outcomes have been clearly established and defined.
- Distribute and follow a course syllabus that includes course objectives that are stated in terms of student learning outcomes, learning activities to achieve those objectives, method of evaluation, and an attendance policy that demonstrates flexibility in responding to the needs of students, while adhering to principles of equity.
- Provide learning activities that stimulate student involvement, encourage reflection and critical thinking, and take into consideration different learning styles.
- Demonstrate the incorporation of active and applied learning in courses taught (hands-on and engaged activities).
- Evaluate students' work according to departmental standards.
- Meet scheduled classes or provide appropriate activities approved by the department chair.
- Utilize pedagogies that draw on the specific needs of CINC students and in line with the CINC mission and identity as a Tribal College (e.g., Native Ways of Knowing, the Indigenous Intellectual Tradition).

- Demonstrate knowledge of basic computer operations, especially Microsoft Office.
- Respond to student emails in a timely manner and maintain a record of all email correspondence with students.
- Grade assignments in a timely manner, with feedback appropriate for the course material.
- Maintain files and records, ensuring compliance with FERPA standards.

STUDENT SUPPORT: Provide adequate and ongoing student support

- Enter attendance into the LMS (Populi) on a weekly basis.
- Enter grades into the LMS (Populi) in a timely manner, noting a “0” for incomplete assignments.
- Attend weekly Student Early Alert Team meetings weekly during the academic terms, as scheduled.
- Advertise and maintain office hours.
- Provide information about available resources outside of class: internet access, library, tutoring, workshops, or others.
- Refers students to the appropriate college resources to meet their academic, non-academic, personal wellness, and basic needs.
- Communicate academic policies to students clearly and equitably.

SCHOLARSHIP: Stay current in the scholarship of their discipline and teaching methodology

- Maintain active membership in at least one professional organization in the teaching discipline.
- Engage in annual professional development including conferences and workshops to support the teaching discipline and/or pedagogy when appropriate and funds permit.
- Engage with on-campus workshops related to the teaching field and equitable student academic success.
- Attend Faculty Orientations (Gatherings) as the start of each semester.
- Be a subject matter expert in the discipline, available to speak to internal and external stakeholders as appropriate.

ADVISING: Be an effective and helpful advisor (formal and informal)

- Be available to assist advisees during course planning and orientation.
- Be informed about the degree requirements of programs of the students you advise.
- Provide clear information and supports for students regarding transfer and career opportunities.
- Maintain accurate records concerning each advisee’s progress toward meeting his or her educational goal.
- Be able to explain to students how to access college resources such as tutoring, financial aid, and counseling.
- Log all advising notes in the College SIS (Populi).

SERVICE: Support the department and the college

- Actively engage in textbook selections and submit book order requests on time.
- Actively engage in course schedule requests and submit course schedule requests on time.
- Evaluate and revise program offerings/materials on an ongoing basis and develop new curricula as needed.
- Take an active role in the development and implementation of the academic discipline and departmental goals.
- Participate in the development of academic program objectives and course learning outcomes.
- Engage with the assessment of student learning outcomes as part of the CINC’s Institutional

Effectiveness Plan.

- Participate in department/division/Senate meetings, as appropriate.
- Serve on at least one Academic and/or Faculty Senate committee.
- Support the accreditation efforts of the College by conducting course reviews and submitting evidence to Institutional Effectiveness as requested.
- Participate in strategic planning and budget planning processes.
- Support major College events, such as Commencement, and student-related workshops
- Participate in College-wide initiatives and/or committees, as available and appropriate

COLLEGIALITY: Maintain collegial relationship with others at the college

- Respect the work of other staff members of the college who provide support through administration, clerical, maintenance, library, audiovisual, and other services, especially in planning requests for services or in responding in a timely manner for requests for information or services from you.
- Maintain and support an encouraging attitude toward other members of your department and colleagues in other departments.
- Maintain a positive, upbeat manner; promoting and exemplifying College values and representing college objectives and interests to staff, students, faculty, and potential students
- Ensure compliance with College standards, policies, and procedures

Other duties as assigned

MINIMUM QUALIFICATIONS

Long-term employment is contingent upon successful completion a 90-day probationary period. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Master's Degree in Anthropology
- Two years of experience teaching at the collegiate level

Required Technical / Other Skills and Abilities

- Excellent interpersonal, written, presentation, and oral communication skills, delivered in a manner appropriate to the audience
- Ability to establish priorities, organize, schedule, and complete tasks independently
- Positive attitude
- An entrepreneurial approach in supporting the growth of the College
- Sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of tribal and community colleges
- Understanding of the ability and disability of students
- Ability to assist the college in promoting a welcoming environment for Indigenous people and positive relationships between the college and Indigenous communities served

PREFERRED QUALIFICATIONS

- Ph.D. conferred no later than August 31, 2024

- Three years of experience teaching on the collegiate level, with at least one year teaching at a Tribal College.

Qualified Native American applications strongly encouraged to apply

PHYSICAL DEMANDS

The physical demands described on the attached “Physical Demands of Position” chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached “*Physical Demands of the Position*”.

CONFIDENTIAL INFORMATION

This position has access to confidential information – such as student records.

TRAVEL

This position may require travel.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity/Affirmative Action Employer; the College maintains a policy which prohibits the discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protected characteristics. If you need special accommodation for the application process, please contact Human Resources.

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to College needs.

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| <i>Signed – Employee</i> | <i>Date:</i> |
| <i>Signed – Supervisor</i> | <i>Date:</i> |

cc: Incumbent, Supervisor, Personnel File