

Blackfeet Community College



Position Description

Humanities/Liberal Arts Instructor

Closing Date	June 7, 2017 @ 3:00 PM
Salary	\$29,808.00 to \$32,240.00 Depending on experience
Department	Academic Affairs
Personnel Definition	Faculty, Regular Full-Time
Term of Employment	20 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Liberal Arts/College Readiness Division Chair • Vice President for Academic Affairs • President
Supervision Exercised	<ul style="list-style-type: none"> • None
General Statement of Duties	Under the supervision of the Liberal Arts/General Core Division Chair, this individual will be responsible for instructing Liberal Arts and General Core courses, assisting the Division Chairperson in researching documentation for development of curriculum/instruction materials, advising students, and serving on committees.
Specific Area of Duties	<ul style="list-style-type: none"> • Instruct a minimum of 12 credits per semester to assure adequate scheduling for students who wish to work toward a certificate or two-year degree in accordance with published BCC catalogs. • Identify current information to use as library resource materials. Research material/instructional documents to use in instruction, research, readings, or supportive materials for the department. • Participate in the advising process for associate degree in Liberal Arts. This includes but is not limited to being available during pre-registration and regular registration, maintaining consistent office hours, maintaining contact with students throughout the semester, and maintaining advising records and two-year education plans. If a student identifies any special needs, this must be communicated to the counselor for proper follow up. • Assist the Division Chairperson on articulation of courses relevant to the transfer of these specific courses to other TCCCs and to four-year degree granting institutions. • Serve as an active member of the Curriculum Committee to coordinate total instructional programming at BCC and to provide and maintain the highest quality educational services which includes up to date educational information.

	<ul style="list-style-type: none"> • Work with the Division Chairperson to establish an advisory committee with a broad spectrum of representatives to guide/assist in enhancing the department and curriculum. This committee should meet at least one time per year with minutes distributed and follow up made with the Vice President of Academic Affairs and Student Services and the Curriculum Committee as needed. • Maintain liaison with reservation community, relevant tribal programs, government, schools and individuals to utilize resources available in the community. • Assist the Division Chair in maintaining records, curriculum information, student records, course syllabi and outlines, activities held, book orders, attendance records, grade records, advising files, education plans, referrals, instructor withdrawals, etc., and have available upon request. • Provide required assistance and documentation in working with Northwest Commission on Colleges and Universities. • Complete student course evaluations on a semester basis. • Assist on special projects, ad-hoc committees, as directed or required by the Division Chair or Vice President of Academic Affairs. • Prepare reports as required. • Other duties necessary to the function of BCC, as needed.
Qualifications	<ul style="list-style-type: none"> • Master Degree in a Humanities/Liberal arts field preferred (Art, Digital Film, English, Linguistics, Literature, and Native American Studies). Strong composition skills. • Bachelor Degree in a Humanities/Liberal Arts field (Art, Digital Film, English, Linguistics, Literature, and Native American Studies). Strong composition skills. (must be accompanied by an education plan for obtainment of Masters degree). • Experiential and/or outdoor learning experience a plus. • 3 years college teaching humanities/liberal arts preferred. • Working with Native American students preferred.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Subject matter expertise • Knowledge of curriculum development • Knowledge of a variety of teaching methods • Knowledge of effective teaching strategies • Knowledge of organizing, planning, and instructing required courses • Working knowledge of technology in a learning environment • Knowledge of Native American learning and teaching styles • Knowledge of Blackfeet tribal, historical, language and cultural ways and means. • Knowledge of Tribally Controlled Community Colleges <p>Skills Required:</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills • Computer skills with a variety of software and hardware • Strong teaching skills • Excellent motivation and instructional skills in a diverse and non-traditional environment. • Strong interpersonal skills

	<ul style="list-style-type: none"> Organizational and analytical skills <p>Abilities Required:</p> <ul style="list-style-type: none"> Ability to make effective decisions and accomplish goals and objectives with limited supervision. Ability to work with students in a class setting. Ability to develop and maintain positive relationships with BCC students, staff and community Ability to do moderate lifting.
Complexity	This position is required to have an extensive knowledge of the principles, techniques and ethics of instruction, particularly with Native Americans and Adult and Higher Education. The person needs to have working knowledge of research techniques and how to develop curriculum.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Humanities/Liberal Arts Department.
Physical Demands	Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and sitting at desk are required. Some lifting will be required (i.e. books, equipment, and other miscellaneous materials).
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> Position Description Employee Contract BCC Policies and Procedures Manual BCC Catalog All applicable tribal, federal and special policies, laws, rules and regulations as they apply.