

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8106



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.

Job Description

Position: Department Chair (Full Time 10 Month contract beginning August 2024)

Department: Workforce Development

Supervisor: Dean of Academic Affairs

Location: Wabanung Campus

Salary: Grade 14 (\$21.98 to \$32.83 per hour - paid over 12 months)

SUMMARY:

The Workforce Development Department Chair serves as an instructor and program director for the Workforce Development Department, which seeks to uplift and rebuild tribal nations through career and technical training and education programs and instruction. In addition, the Workforce Development Department Chair may have oversight of grant funded initiatives related to tribal and community workforce and economic development. The Chair is responsible for the planning, coordination, evaluation, and on-going assessment of the instructional and educational programs; student advising, selection, and supervision; peer performance review; preparation of department reports and other documents; administration of the department budget; active participation in Faculty Council and other committees as assigned; outreach to communities and partnership development; communication of administrative directives to faculty and students and student and faculty concerns to administration; and mediation of issues among those within the department.

QUALIFICATIONS:

- Experience and knowledge of career and technical education programs.
- CTE Teacher Certification (preferred).
- Master's degree or 18 graduate credits in Business Management or any vocational area including but not limited to Industrial or Construction Trades plus related industry experience (preferred). Applicants with a bachelor's degree and 10+ years of industry experience, with a willingness to complete the minimum graduate credits in the field may be eligible.
- Adult teaching and/or advising experience strongly preferred.
- 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.
- Must be able to lift 50 lbs., ability to bend and ability to stand for long periods of time.
- Ability to support KBOCC's mission.
- 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
Molestation	Exploitation
Contact with or prostitution.	Crimes against persons
Offenses committed against children.	Child abuse or neglect

DUTIES AND RESPONSIBILITIES:

- 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).
- Department chairs are required to work 40 (clock) hours per week with at least 32 hours recorded as on-site work.
- Oversee Workforce Development Department which currently includes CTE programs, Early Middle College, and industry certificates as well as additional industry and career-focused certificates as they become approved.
- Assist with the development and implementation of the academic strategic plan within the department, particularly in the areas of recruiting, course transferability, and articulation.
- Ensure CTE pathways integrate and sustain traditional culture and language and seek to meet tribal community workforce needs.
- Build and maintain partnerships with relevant businesses, corporations, employers, and national industry partners to align educational programs and provide work-based learning opportunities to students in relevant career and industry sectors, including through formal MOUs/MOAs
- Facilitate college-career readiness programs and opportunities for students.
- Track, compile and manage student and program data for reporting to district and contracted partners.
- Collaborate with the school districts, school counselors, tribal and state education and workforce development agencies, and additional partners on the development, implementation, and oversight of the CTE and EMC pathways and create systems to ensure that all operations maintain fidelity to KBOCC's vision, mission, and goals.
- Manage formalized partnerships through MOUs/MOAs and community and industry advisory boards for CTE pathways.
- Support with developing and implementing program marketing, recruitment, and communications strategies, plans, and materials for students and families.

- Manage departmental planning and evaluation.
- Participate in recruitment of culturally diverse adjunct faculty in consultation with the Dean and full-time faculty of the college.
- Advise and mentor departmental majors, including student organizations.
- Manage departmental academic affairs to include the class schedule, syllabi, incorporation of Anishinaabe content throughout the program, course inventory, and catalog.
- Plan and conduct assessment of student learning.
- Supervise and mentor adjunct faculty within the department.
- Manage budget, capital, and physical equipment of the departments.
- Actively participate in the maintenance of criteria required for college accreditation.
- Supervise student interns or other workers as appropriate.
- Attend graduation and honors ceremonies.
- Use proficiently the MS Office suite, Canvas LMS and other hardware and software as needed.
- Support with seeking and applying to opportunities for grants and/or additional funding for program development and financial support for program candidates.
- Maintain expertise by remaining current in new evidence in the field of college-career readiness and local and national trends in higher education.

PRE-EMPLOYMENT TESTS:

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference is given to qualified veterans (need DD214).

DEADLINE TO APPLY

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.

APPLICATION PROCEDURE:

Submit an official KBOCC application, cover letter, resume, three current letters of references, and your certifications/official transcripts to:

KBOCC Human Resource Office 770 N. Main St, L'Anse, MI 49946
OR email hr@kbocc.edu with all documentation

Official KBOCC applications can be found on our website:

<http://www.kbocc.edu/employment>