



RED LAKE NATION COLLEGE
Position Description

POSITION TITLE: Adjunct Faculty
DEPARTMENT: English
LOCATION: Red Lake campus and/or remote
REPORTS TO: Dean of Academic Affairs
CLASSIFICATION: Non Exempt
REVISED: March 2025
DEADLINE: Open until filled

PRIMARY FUNCTION: Full-time English instructor, teaching English courses such as (ENGL 0950 Writing and Reading Skills, ENGL 1100 Composition, ENGL 2100 Creative Writing, ENGL 2300 Argument and Exposition, ENGL 2600 American Literature: The Industrial Revolution, and FYEX 1150 First-Year Experience). Other courses may be added depending upon need.

ACCOUNTABILITY: The Faculty Member reports directly to the Dean of Academic Affairs.

ESSENTIAL RESPONSIBILITIES: Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Faculty are expected to teach the contracted number of credits per semester.
- Faculty are required to attend:
 - Faculty orientation at the beginning of the fall semester;
 - Committee meetings, including Faculty Senate;
 - Graduation ceremonies at the end of the school year;
 - All classes each semester; arrange for a contingency plan in the event of your absence (all absences must be approved by the Vice President of Academics);
 - Other meetings as requested by the Vice President of Academics.
- Faculty are required to submit:
 - Course syllabi and office hours to the Vice President of Operations and Academic Affairs by required dates;
 - Canvas course navigation required by designated dates;
 - Final semester grades by the required semester-end dates;
 - Student attendance reports in the required format at the required time;
 - Academic Alerts must be submitted to Student Services;

- Any other information required by the class standards.
- Faculty must maintain office hours for students for tutorial assistance, academic advising, or assisting with student organizations such as Student Government. These hours must be in addition to classroom hours. Faculty are required to post office hours and class schedules prior to the beginning of each semester. The specific number of office hours is determined by the faculty status, i.e., full-time, part-time or adjunct.
- Faculty are required to provide learning center hours.
- Faculty are required to be available for students and special duties as may be assigned during final exam weeks or registration periods.
- Faculty must abide by the Faculty Handbook.
- Faculty must participate in securing grants including grant writing, and other support for College programs in your area of expertise.
- Faculty must participate in program or grant reporting, assessment and/or evaluation as required.
- Conduct orientation lectures for new classes at the beginning of each semester; assist students in the use of hardware and software applications; troubleshoot any hardware or software problems that arise during class lectures.
- Clean monitors, keyboards, printers and CPUs internally and externally; determine needed outside repair of equipment.
- Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate.
- Serves on various college committees and participates in professional organizations as appropriate to assignment.
- **Professional Development:** Faculty must continue with educational goals to meet the needs of college accreditation, participate in appropriate professional associations, and study Anishinaabe language and culture through formal classes, in-service, or informally through local community events.
- **Administrative Duties:** Faculty are required to retrieve mail and notices at least weekly; follow the policies of the College as outlined in the Personnel Manual, Employee Handbook, College Catalog, Student Handbook and other publications of the College.
- **Student Success:** As a year-round employee, you will be responsible to assist with recruiting and Student Success activities during the summer months.
- Build community connections.
- Performs other related duties as required or assigned.

EXPERIENCE/REQUIREMENTS:

- Teaching experience, preferably at an adult and post-secondary level.
- Teaching experience with diverse student populations.
- Teaching with online learning tools.
- Ability to go above and beyond traditional higher education learning environments and connect and work with Natives and a wide diversity of age groups and skill levels.
- Ability to implement contemporary pedagogical philosophies, methods, and techniques, including multimedia, to develop and deliver instruction in classroom and lab settings.
- Able to develop instructional activities, course syllabi, course outlines, and other necessary teaching material.

- Ability to effectively use appropriate technology and equipment.
- Knowledge of online learning.
- Ability to work collegially with all individuals in the tribal college setting.
- Knowledge of grant reporting.
- Ability to provide outstanding quality customer service and support to RLNC and all stakeholders.
- Knowledge of and commitment to the mission of RLNC.
- Knowledge of Anishinaabe culture and demonstrated ability to work with Native communities.

EDUCATION/QUALIFICATIONS:

A Master's degree in the disciplined area is required and/or having a minimum of 18 graduate hours in discipline will be considered. For candidates who do not meet the educational credentials, teaching justification may be accepted in the case of cultural, developmental, or non-transferable courses. Candidates should have experience teaching at the college or university level and be able to teach courses at all appropriate levels. Other responsibilities include advising majors, serving on campus committees and related departmental and college activities. Ideal candidates will be of high energy, dedicated to students, motivated by strong commitment to the mission of Red Lake Nation College. Preference given to individuals who have 18 or more graduate credits in more than one discipline.

LICENSES AND OTHER REQUIREMENTS:

- Must pass a pre-employment criminal background check.
- Must pass a pre-employment drug and alcohol test.
- Possession of a valid MN driver's license.

This position follows our Red Lake Tribal Member and Indian Preference Policy.

HOW TO APPLY:

Please email an employment application and resume to Tami Nendick, Dean of Academic Affairs at tami.nendick@rlnc.edu . Employment applications can be found on our web page: [RLNC Employment](#)