



RED LAKE NATION COLLEGE
Position Description

POSITION TITLE: Faculty – Adjunct
DEPARTMENT: Multiple Departments
REPORTS TO: VP of Operations and Academic Affairs
REVISED: October 2022
DEADLINE: Open until filled

PRIMARY FUNCTION: Teach assigned course(es) and fulfill academic responsibilities.
The following positions are needed:

Adjunct Instructor - POLS 1100 - Introduction to American Politics (Hyflex from either RL campus or Mpls site)

Adjunct Instructor - TECH 1300 - Introduction to Computer Science (Hyflex from RL)

ACCOUNTABILITY: The Faculty Member reports directly to the VP of Operations and Academic Affairs.

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

- Teach, inspire, and retain as many students as possible through connection and engagement.
- 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 established by required date;

- 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;
- Canvas Course shells;
- Any other information required by the class standards.
- Faculty must maintain office hours for students for tutoring assistance. 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 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.
- 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.
- 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.
- Competency with Learning Management Systems.
- 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 is required in the subject matter, Doctorate preferred in the teaching subject.

However, the disciplinary focus may vary. 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.

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/curriculum vitae to Mandy Schram, VP of Operations and Academic Affairs at mandy.schram@rlnc.edu. Employment applications can be found on our website at: <https://www.rlnc.edu/employment-opportunities>.