

Lac Courte Oreilles Ojibwe University (LCOOU)
Position Description No. EMRI80823



Position Title: Emergency Medical Responder Adjunct Instructor I or II
Reports To: Nursing Program Director
FLSA Status: Limited Term Salary Employee
Annual Contract: Part-time per Semester or Term
Rate of Pay: Based on Credential Pay Scale
Posting Date: February 16, 2024
Application Deadline: Until Filled
Start Date: As soon as possible

General Position Summary:

The preferred candidate will have demonstrated competence in teaching, advising, and curriculum development. This position teaches both didactic and practicum courses for the academic program.

Key Responsibilities:

TEACHING

- Classroom instruction, preparation, and supervision of students
- Other instruction such as preparation and presentation of off-campus college course work, workshops, seminars, and in-service for professionals and others
- Laboratory design, preparation, instruction, supervision, and other associated responsibilities
- Timely documentation of course assessment, and course syllabi, as designated by the Academic Administration and in accordance with established University policies and procedures
- Use Course syllabi in accordance with established University policies and procedures
- Measurement of student performance including the preparation, administration, grading and evaluation of tests, papers, examinations and assessment rubrics and the reporting of grades
- Timely documentation of student attendance
- Timely documentation of mid-term and semester grades
- Coordination and supervision of academic program
- Coordination and supervision of student activities directly related to the academic program
- Development of more effective teaching methods and teaching oriented research
- Selection and procurement of books, films, and other materials for classroom or laboratory use
- Participate in the development of new courses and programs of study as well as the ongoing review and updating of current curriculum
- Performs other duties as assigned

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Minimum Qualifications:

- Current State of Wisconsin EMT licensure
- Current certification with the NREMT at or above the EMT level
- Two years of experience as a licensed, practicing emergency medical service practitioner at or above the EMT level or equivalent critical care experience as determined by the department, supervised teaching experience, and EMS instructor II orientation training.

Preferred Qualifications:

- Two years' experience teaching Emergency Medical Service course

Knowledge, Skills, and Abilities Required:

- Excellent organizational skills
- Strong communication skills
- Computer technology and application skills
- Able to work independently
- Work experience relevant to the courses assigned
- Able to verbalize different teaching methodologies
- Able to verbalize knowledge of Ojibwe Culture and tribal communities

Work Environment:

- Work is performed in the College for classroom teaching and clinical will be in hospital, clinics, etc.
- Light physical activity. Work may involve occasional assistance of others in the manipulation of heavy objects and some standing or walking, usually for not more than 2 hours a day
- Travel required for training and to outreach sites

Reportability:

- Reports to the Nursing Program Director

Supervision:

- Supervision of any EMS instructor I who is involved in a course taught by the EMS instructor II

Application Process:

Please submit either hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at www.lco.edu/hr) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

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Hand-delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date, and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources
Lac Courte Oreilles Ojibwe University
13466 W Trepania Road
Hayward, WI 54843
Phone: 715-634-4790
Fax: 715-634-5049
Email – hr@lco.edu

All materials submitted will become property of the University and will be retained for one year from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

“The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”