

**Lac Courte Oreilles Ojibwe University (LCOOU)
Position Description No. FACED20224**



Position Title: Education Faculty
Division: NAS Humanities (NASHUM)
Reports To: Chief Academic Officer (CAO)
FLSA Status: Exempt
Annual Contract: Full-time, 38 weeks
Rate of Pay: Dependent on Qualifications
Posting Date: February 05, 2024
Application Deadline: February 18, 2024, or until filled
Start Date: As soon as possible

University Mission Statement:

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.

General Position Summary:

The preferred candidate will have demonstrated competence in teaching, advising, and curriculum development. This position teaches both didactic and practicum (if applicable) courses for the academic program. This position is required to teach twelve to fifteen credits per academic semester, along with serving as an academic advisor. The grant position is grant dependent and will require preliminary course development.

Key Responsibilities:

TEACHING

- Classroom instruction, preparation, and supervision of students as directed by the academic administration.
- Laboratory design, (if applicable) preparation, instruction, supervision, and other associated responsibilities
- Use University sanctioned technology (mylcoou, canvas, colleague, drop out detective, authenticator) per direction of Academic Administration.
- Design and use of course syllabi as designated by the Academic Administration and in accordance with University and HLC policies and procedures.
- All course syllabi changes/modifications are to be reported to the CAO for change documentation and potential HLC approval.
- Student performance measurement including the preparation, administration, grading and evaluation of tests, papers, examinations and assessment rubrics and the reporting of grades

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- Timely documentation of student attendance within the Canvas system
- Timely documentation of mid-term and semester grades within the Canvas system
- Timely documentation of course assessment
- Provide academic advisement to students beyond the initial or term registration.
- Coordinate, supervise, and evaluate student research.
- Coordination and supervision of academic program
- Coordination and supervision of student activities directly related to the academic degree program.
- Development of more effective teaching methods and teaching oriented research
- Writing letters of recommendation for students
- Selection and procurement of books, films, and other materials for classroom or laboratory use per CAO permission and within the policy guidelines.
- Periodic evaluation of library holdings and recommendations of books to be ordered by the library.
- 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 by the Chief Academic Officer

ADVISING

- Advisors are expected to help the student in the following ways:
 - Help the advisee plan a program that will lead to the awarding of a degree or certificate.
 - Assist Registrar and Admission Specialist with advisee class schedules.
 - Assist with registration, financial aid, and ensuring students feel welcome to the university.
 - Maintain advisee's file/portfolio to include degree audits to track the advisee's progress; student contact log to record meetings with the student; and other items selected by the student or the advisor for the file (i.e., letters of recommendation, samples of work or achievements, etc.)
 - Make referrals to the student service department, who can assist the student with resources for services that are non-academic in nature to continue and complete their educational plan/program successfully and fall outside of the faculty's expertise.
 - Faculty have a responsibility to ensure confidentiality in their interactions with students.

SCHOLARSHIP

- Ongoing research, which leads to the discovery of new knowledge or new applications of existing knowledge.
- Ongoing research intended to lead to publications in scholarly journals or books.
- Ongoing reading and research to maintain proficiency and growth in one's field of professional specialization.

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SERVICE

- Serves as a designated representative of the University.
- Participates in the marketing of degree and programs, recruit students, and coordinate the activities of the program.
- Makes presentations to outside contacts when requested to assist.
- Serve on committees and task force.
- Attends regularly scheduled meetings as outlined in the Faculty Handbook.
- Participation in community and cultural activities.
- Participates in University sponsored activities such as student recruitment, new student orientation, graduation, and other planned student events.
- LCOOU is an inclusive tribal University, faculty and staff are very conscious of being a vital part of the community's living history, and are particularly proud of the beautiful, and sustaining traditions of the Ojibwe culture.

Minimum Qualifications:

- Master's degree with Wisconsin Educator License Tier II-4
- Master's degree with capability of receiving Wisconsin Educator License
- Master's degree with out of state licensure
- Master's degree includes:
 - Master's in Education, or related instructional areas
 - Master's degree + 18 graduate credits in Education, or related instructional areas

Preferred Qualification:

- Doctorate Degree in Education

Knowledge, Skills, and Abilities Required:

- Excellent relational skills
- Excellent organizational skills
- Strong communication skills
- Strong computer technology and application skills
- Able to work collaboratively and 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:

- Office, classroom, and campus facilities environment
- Will require travel to Outreach sites and external meetings.

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Reportability:

- Chief Academic Officer is the direct supervisor.

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.**

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 (1) 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.

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