

# COLLEGE OF MENOMINEE NATION

## Internal/External Posting

<b>JOB TITLE:</b>	<b>Chemistry Instructor</b>
<b>SUPERVISOR:</b>	<b>Dean of Instruction</b>
<b>LOCATION:</b>	<b>College of Menominee Nation – Keshena Campus</b>

**POSITION SUMMARY:** The instructor should have an interest in and ability to teach at a community college as well as baccalaureate level and be committed to working with a diverse range of student interests and abilities. (S)he will teach a broad range of courses. (S)he should also have an interest in and ability to develop the general science curriculum as well as work with other faculty to integrate Mathematics across the Science, Technology, and Social and Natural Sciences curricula. This is a grant funded position.

### **ESSENTIAL FUNCTIONS:**

- Teach assigned courses in chemistry and related disciplines, as appropriate;
- Maintain and update laboratory equipment and software inventory;
- Develop and implement chemistry curricula for CMN and transfer to four-year institutions;
- Work with faculty in the Natural Sciences, Social Sciences, Engineering, and Technology as well as other disciplines to integrate science and mathematics across the curriculum;
- Utilize current technological tools in chemistry and related instruction;
- Assist CMN Recruiter with recruitment efforts for Science, Technology, Engineering, and Math (STEM) courses and majors;
- Assist Academic Advising Coordinator with advising CMN students for STEM courses and majors;
- Assist in the development of strategies aimed at increasing student retention in STEM courses and majors;
- Assist Academic Tutoring staff;
- Participate in CMN committee, accreditation, and assessment processes.
- Participate in developing a material science degree program;
- Participate in building CMN's capacity in environmental systems and health;
- Fulfill any other duties assigned by the Dean of Instruction.

### **REQUIRED QUALIFICATIONS:**

Master's Degree in Chemistry or related field such as Soil Science is required. Strong written and oral communications skills; strong computer skills.

### **PREFERRED QUALIFICATIONS:**

ABD or Ph.D. in Chemistry. Minimum of 3 years teaching experience, preferably in a community college.

### **APPLICATION PROCESS:**

A complete application includes a letter of interest, , a completed CMN application form (available under job opportunities at [www.menominee.edu](http://www.menominee.edu)) a personal statement on teaching, a vita, transcripts of all completed college level course work (copies acceptable – official transcripts required upon hire), three letters of recommendation (at least two of which explicitly support teaching excellence or its potential) and proof of Tribal enrollment status, if applicable. All materials should be sent directly to Human Resources, P.O. Box 1179, Keshena, WI 54135. Position is open until filled.

**Note: Pre-employment drug testing is part of the hiring process.**