Position Title: Native American Studies Faculty & Cultural Coordinator
Division: Humanities-NAS
Reports To: Provost
FLSA Status: Exempt
Annual Contract: Full-time, 38 weeks
Rate of Pay: Dependent on Qualifications
Posting Date: October 13, 2022
Application Deadline: 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 includes coordination of cultural events that require traditional knowledge and willingness to learn Ojibwemowin.

Key Responsibilities:

TEACHING

- Classroom instruction, preparation, and supervision of students
- Other instruction such as preparation and presentation of off-campus University course work, workshops, seminars, and in-service for professionals and others
- Laboratory design, (if applicable) preparation, instruction, supervision, and other associated responsibilities
- Use University sanctioned technology per direction of Academic Administration.
- Use Course syllabi as designated by the Academic Administration and 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
- Timely documentation of course assessment and course syllabi
Lac Courte Oreilles Ojibwe University (LCOOU)
Position Description No. NASFACCC80122

- Provide academic advisement to students beyond their registration needs
- Coordination, supervision, and evaluation of student research
- 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
- Writing letters of recommendation for students
- Selection and procurement of books, films, and other materials for classroom or laboratory use
- 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.

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 with and approve advisee class schedules
  - Complete appropriate forms in a timely manner
  - 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 necessary persons or resources for needed services that are non-academic in nature and fall outside of the faculty’s expertise and knowledge to ensure the student is accessing services and resources needed to continue and complete their educational plan/program successfully
  - Confidentiality – 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 programs, recruits students, coordinates the activities of program advisory committees, makes presentations to outside contacts
• Develops and serves on committees and task forces and 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
• Plans, coordinates, and implements seasonal harvest activities as needed including ricing, ice-fishing, snaring, sugarbush and spring fishing
• LCOOC is a tribal University in which faculty and staff are very conscious of being a vital part of our community’s living history and are particularly proud of the beautiful, sustaining traditions of the Ojibwe culture.

Minimum Qualifications:
• Bachelor’s degree in area of instruction and tested experience in cultural knowledge
• or tested experience as certified by authorized tribal expert in content area.

Preferred Qualifications
• Fluency in Ojibwemowin
• Master’s Degree in area of instruction and tested experience in cultural knowledge

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
• Fluent in Ojibwemowin

Work Environment:
• Office, classroom, and campus facilities environment
• Will require travel to Outreach sites and external meetings
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Position Description No. NASFACCC80122

Reportability:
- This position reports to the Provost.

Supervision:
- This is not a supervisory position.

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 six (6) months 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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