



Position Description
Department Supervisor/English-General Education Faculty Member
Position Open Until Filled

Supervisor: ICC Executive Director/Academic Dean

General Purpose

The Department Supervisor/Faculty will supervise the English-General Education Studies Department and teach courses in English language and literature, including linguistics and comparative literature. Includes classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance; evaluating of academic credentials for instructional staff; involvement in assessment of student learning; and general instruction, coordination, assessment, planning, implementation, and evaluation of current academic programs and new programs as they are developed in the Arts and Sciences area. The Department Supervisor/Faculty will assist the Academic Dean and the college in their efforts to fulfill the College's mission through projects and activities.

The Department Supervisor/Faculty will teach, supervise and mentor full and part-time faculty, adjunct instructors, schedule, provide academic advising, and participate in campus and community events. These activities will be performed in consultation with the Academic Dean. Leadership for specific projects will also be required and determined by the Dean.

Regulation

The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position or the needs and composition of the college.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. ICC is a nontraditional small college and therefore work and duties may not constitute or justify a full time FTE for any one position. All ICC staff members regardless of position do and will assume multiple positions and/or duties. These duties shall be described to the best of the known needs and conditions of the college in the job description.

Essential Duties and Responsibilities

The Department Supervisor/Faculty will develop, prepare and teach courses, which may include lower-division, pre-professional coursework, and upper-division courses. General Education course offerings may be taught during the day, evening, as well as using other distance learning formats. It is expected for the faculty member to be comfortable teaching utilizing an online learning management system.

The Department Supervisor/Faculty will assume and assist the Academic Dean with the following:

1. Must teach a minimum of four classes per semester.

2. Assist with the preparation of each semester's schedule.
3. Develop assessment planning and implementation for the Department
4. Coordinate and evaluate full-time and part-time faculty in the Department's programs
5. Conduct annual performance reviews of adjuncts.
6. Work cooperatively with other academic departments within the College
7. Provide academic advising to students
8. Identify, recommend, and mentor qualified adjunct instructors.
9. Participate in student recruitment efforts
10. Respond to student concerns and attempt to resolve those concerns before submission to the Academic Dean.
11. Assist with student registration, orientation, and programs that support student retention
12. Coordinates the Department's ongoing Program Reviews (annual and periodic)
13. Teaches the required number of courses as determined by schedules and the Academic Dean's preferences
14. Organizes the Department's advisory committee meetings
15. Prepares agendas and supporting materials for faculty meetings based on the Academic Dean's direction
16. Represent administration to faculty and adjunct to administration.
17. Consider faculty input for departmental decisions to ensure all departmental units are represented.
18. Update department programs as needed.
19. Engage in, encourage, and assist with scholarly activities and the development of quality curriculum and instruction.
20. Lead and assist with accreditation and program reviews.
21. Assist, as needed, with budgeting.
22. Provide recommendations for tenure, promotion, and termination.
23. Perform other duties as required by the College Dean.

Peripheral Duties

In addition to the above the individual will serve as a representative for ICC and is responsible for supporting the college's retention and recruitment efforts. The Student Support Committee (SSC) lends support by peer-advising students with registration including online, prospective student visits, assisting with various student needs; providing support for the college's growth; assisting with new student orientation programs; as well as representing the college at recruiting events.

The Individual will be responsible for assisting with the overall institutional development goals of the Executive Director/Academic Dean and ICC Board of Directors. Must be able to write seek, write and secure grants for developmental needs of the college. Position will interact with and conduct presentations for internal and external audiences, including students (potential and current), parents, high school personnel, college personnel, staff, and the general public.

Knowledge, Skills and Abilities:

The successful applicant must be willing to work a flexible schedule, including online, as well as possess strong, written, verbal, and interpersonal communication skills. The Department Supervisor/Faculty Member must demonstrate the ability to work well with students, faculty and staff at all levels within collaborative environment and team environment. Must possess excellent people relationship skills.

Qualifications

A Master's degree in English or a Master's degree with 18 graduate course hours in English is required. The individual must have proficient computer skills, familiarity with the Microsoft Suite of Office Application and classroom technology skills.

Minimum Education and Experience:

1. Hold a minimum of a Master's of Arts degree in English or 18 graduate credit hours in English with an earned MA in respective field.
2. College level teaching experience desired
3. Must be able to teach required courses for program area.
4. Knowledge of Yankton Sioux people, communities, and culture.
5. Knowledge of surrounding area, non-tribal communities and needs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drug Test/Criminal Background

A drug test and criminal background check will be conducted.

Supervision

Position reports directly to the Executive Director/Academic Dean

Evaluation

Evaluated annually in accordance with provisions of ICC policy.

Salary

The ICC Board of Directors determines the salary, which is expected to start at \$45,000 per annum. The benefits include fringe, a maximum 5% matching retirement, a health insurance subsidy, tuition free courses, sick leave and annual leave.

Length of Position

This is a full time annual 40 hours per week permanent position.

Employment Preference

The college provides preference in employment to any Yankton Sioux or American Indian who is enrolled in a Federally recognized Tribe. Any individual claiming Indian preference must submit the following:

1. A properly completed and signed tribal enrollment ID.

In accordance with title 5, United States Code, Section 2108 veterans shall be given preference. Any individual claiming veteran preference must submit the following:

1. Must submit a DD 214.

Application

Only individuals meeting the minimum qualifications as stated herein will be considered. Interested individuals must submit a letter of interest, ICC application for employment, resume/vitae, official undergraduate and graduate transcripts, references (include names of previous supervisors), and other pertinent credentials. All applications must be received on or before the closing day. Incomplete applications will not be considered.

For more information about the position contact the Executive Director/Academic Dean at 605-384-3997, or email at drgarcia@iccoyate.com, or for an application call the Business Manager at 384-3997.

Application and job description can also be found on the ICC webpage at:
www.iccoyate.com

Mail applications and attachments to:

Business Manager
P.O. Box 295
200 South Main
Marty, South Dakota 57361
Phone 605-384-3997

Equal Opportunity

The Ihanktonwan Community College does not discriminate on the basis of race, color, sex, age, religious creed, political ideas, marital status, physical or mental handicap, or national origin or ancestry. The Ihanktonwan Community College operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and all other applicable federal and tribal laws.