



**CMN** College of  
Menominee  
Nation  
KESHENA • GREEN BAY

Position Title: <b>Business/Public Administration Faculty</b>	Reports to: <b>Dean of Letters and Science</b>
Department: <b>Letters &amp; Science</b>	FLSA Status: Exempt
Classification: <b>Regular Full Time</b>	Benefit Eligibility: <b>Yes, Full Time Benefits</b>
SOC Code:	Last Updated: December 15, 2020
Home Campus: <b>Keshena/Green Bay Oneida Campus</b>	Posting Status: Second Posting – Open to All
Grant Funded: <b>Not Grant Funded</b>	Application Deadline: Open Until Filled

**Position Summary:** The faculty member should have an interest in and ability to teach students at the Associates-level as well as the Baccalaureate-level and be committed to working with a diverse range of student interests and abilities. Depending on qualifications, the faculty member will teach a broad range of courses in Public Administration including finance, planning, development and/or related areas and in Business Administration including finance, marketing, management, and/or accounting. The faculty member should have an interest in and ability to work with other faculty to integrate reading, writing, speaking and quantitative reasoning across the curricula.

**Position Responsibilities & Duties:**

- Teach assigned courses in Business Administration and/or Public Administration or related disciplines as appropriate;
- Develop and implement curricula for Business and Public Administration as appropriate for Associates and Baccalaureate Degree programs;
- Work with faculty to integrate reading, writing, speaking and quantitative reasoning across the curriculum;
- Use technology to support instruction including but not limited to; online, ITV platforms and learning management systems;
- Assist CMN Recruiters with recruitment efforts for Business and Public Administration majors;
- Assist with Academic Advising for CMN students for Business and Public Administration majors;
- Assist in the development of strategies aimed at increasing student retention in the Business and Public Administration degree programs;
- Assist Academic Tutoring staff;
- Participate in CMN committee, accreditation and assessment processes;
- Participate in community service, within the college and surrounding communities, and outreach activities;
- Other duties as assigned.

**Minimum Qualifications-**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree in one of the following fields; Business Administration, Public Administration, Finance, Management and/or Accounting. Related fields may be considered.
- A minimum of 1-2 years teaching experience at the undergraduate level and/or at a community college.
- Strong written and oral communications skills as well as advanced computer skills.

**Desired Qualification:**

- Ph.d. in Business Administration, Public Administration, Finance, or related field with a minimum of 2 years teaching experience at the undergraduate level.

**Reporting to this Position:** No Direct Reports

**Physical Demands & Work Environment:**

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs teaching or instructing Functions - Frequently

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Never

**APPLICATION PROCESS**

A complete application includes:

- Letter of Interest
- Current Curriculum Vitae
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

Application materials can be mailed to:

College Of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135.

or

Email to: [hr@menominee.edu](mailto:hr@menominee.edu)

An online application is available at: <http://www.menominee.edu/careers>

Posting is open until filled with preference given to applications received by February 26, 2021 at 4:00 PM

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

**EOE/MITW 82-10**