



|  |   |
|--|---|
| Position Title: <b>Social Science/Lead General Education Faculty</b> | Reports to: <b>Chief Academic Officer</b>               |
| Department: <b>Academic Affairs</b>                                  | FLSA Status: Exempt                                     |
| Classification: <b>Regular Full Time</b>                             | Benefit Eligibility: <b>Yes, Full Time Benefits</b>     |
| SOC Code: <b>25-1069</b>   | Last Updated: 2014                                      |
| Home Campus: <b>Keshena Campus</b>                                   | Pay Grade:  |
| Grant Funded: <b>Not Grant Funded</b>                                | Application Deadline: 1 <sup>st</sup> Posting 9/12/2019 |

**Position Summary:** The faculty member should have an interest in and ability to teach at Associate-level and as well as the 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 in the history, education, and general education.

**Position Responsibilities & Duties:**

- Teach assigned courses in history, social studies, general education and related disciplines, as appropriate;
- Develop and implement history and related social studies curricula for CMN and transfer to four-year institutions;
- Utilize current technological tools in history, social studies, general education and related instruction;
- Utilize innovative teaching methods;
- Assist CMN Recruiter with recruitment efforts for Social Science, Education, and Liberal/Integrated Studies courses and majors;
- Assist Retention Department with advising CMN students for Social Science, Education, and Integrated/Liberal Studies courses and majors;
- Assist in the development of strategies aimed at increasing student retention in social science, education, and Integrated/Liberal studies majors;
- Assist Supplemental Instruction and Academic Tutoring staff in areas of expertise;
- Participate in CMN committee, accreditation, and assessment processes;
- Fulfill any other duties assigned by the Dean of Letters and Science.
- 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 History or related field;
- Master's Degree in Education with emphasis in History/Social Studies;
- Three years undergraduate teaching experience. Preferably some teaching experience at the community college level
- Knowledge of Institutional assessment in Colleges and Universities;
- Strong written and oral communications skills as well as advanced computer skills.

**Desired Qualification:**

- PhD in History

**Reporting to this Position:** Chief Academic Officer

**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 - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Never

**Tools & Equipment Used: Computer**

|                           |                                     | 1-33%                               | 34-65%                   | 67-100%                  |                    |                                     | 1-33%                               | 34-65%                   | 66-100%                  |
|---------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
|                           |                                     | of time                             | of time                  | of time                  |                    |                                     | of time                             | of time                  | of time                  |
| Activity                  | Never                               | Occasional                          | Frequent                 | Constant                 | Activity           | Never                               | Occasional                          | Frequent                 | Constant                 |
| Bend                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <b>Lift/Carry</b>  |                                     |                                     |                          |                          |
| Squat/Kneel               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 10 lbs or less     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Twist/Turn                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 11-20 lbs          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 21-30 lbs          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawl                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 31-50 lbs          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 51-75 lbs          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Handling/Fingering        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 76-100 lbs         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Grasping                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <b>Push / Pull</b> |                                     |                                     |                          |                          |
| Repetitive Motion         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 12 lbs or less     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Stand                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13-25 lbs          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26-40 lbs          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Sit                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41-70 lbs          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Special Activities</b> |                                     |                                     |                          |                          | 71-100 lbs         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand Control-L&R          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <b>Tools</b>       |                                     |                                     |                          |                          |

|                  |                                     |                          |                                     |                          |               |                                     |                          |                          |                          |
|------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|---------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Foot Control-L&R | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Small Hand    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Type/Keyboard    | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Power         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Drivers       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Forceful Grip | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

*The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*