

COLLEGE OF MENOMINEE NATION

Position Description

JOB TITLE: Social Science Instructor

REPORTS TO: Dean of Letters and Science

CLASSIFICATION: Full Time Faculty

BENEFIT ELIGIBLE: Yes, Full Time Benefits

Position Summary: The Faculty member will 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. Faculty member will engage in continuous institutional improvement efforts such as assessment, planning, and other related efforts. Depending upon qualifications, faculty will teach a broad range of courses in early childhood/elementary education.

Position Responsibilities & Duties:

- Teach assigned courses in human development, education psychology, psychology and related areas, as appropriate;
- Develop and implement human development, education psychology, psychology, and related curricula as appropriate for CMN that trans to four-year institutions and/or graduate level studies;
- Assist in the development of strategies aimed at increasing student retention in the Associate and Baccalaureate programs;
- Participate in CMN committee, accreditation, and assessment processes;
- 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 Human Development, Education Psychology, or related field
- Strong communication and computer skills
- Minimum of 3 years of undergraduate teaching experience

Desired Qualification:

- Ph.D. Degree in Human Development, Education Psychology, or related field

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APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- 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
Human Resources
P.O. Box 1179
Keshena, WI 54135.

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

Posting closes at Open until closed

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**