Pawnee Nation College

“Indigenizing Higher Education for All”

Position Description

Job Title: Science Instructor
Department: Faculty
Reports To: Faculty Chair/President
Job Relationships: Academic/Instructor for students in science classes

Position Summary: Position serves as faculty member (adjunct or non-adjunct) and responsible to carry out instructional duties to students in classes assigned. Incumbent will be responsible to follow assigned format of class syllabi and to adhere to all policies of the college and affiliated partners in education.

Required skills and knowledge:

A. Ability to teach college-level science classes in biology, geography, geology, etc., in a culturally diverse setting of student body
B. Maintain accurate and up-to-date records of student attendance and achievement
C. Ability to maintain student records on computerized systems
D. Ability to communicate with student body with diverse educational background
E. Good communication skills with multicultural student body
F. Assist with curriculum development and serving with committees to enhance and expand curriculum of the college
G. Continue with professional activities such as seminars, presentations, publishing or serve in partnership with others on such activities
H. Must have ability to counsel with students, serve with student body committees as assigned or to volunteer to assist student organizational efforts, non-permanent basis, unless directed by supervisor or college administrator
I. Serve the college with enthusiasm, high ethical behavior, provide quality leadership by example and to bring a vision of the future to student body
J. Must be able to present syllabi and curriculum materials for all classes assigned and be supportive of new directions within class and curriculum which administration may bring to the planning of expansion of facilities and curriculum

Required Qualifications:
Must have at minimum five (5) years’ experience working in collegiate environment of an institution of higher education.
Must have experience working planning and developing master class scheduling for semesters contracted to be employed

Master's Degree required, or applicant can be in Master’s program of study while hired to perform in classroom

Must be able to provide leadership in class room and to incorporate new areas of research or study to encourage student development

**Additional Description of Duties:** The successful candidate provides supervision of the department's operations personnel and collaborates with the College President to maximize the institution’s productivity.