



LEECH LAKE TRIBAL COLLEGE POSITION DESCRIPTION

POSITION TITLE: Forest Ecology Faculty

DEPARTMENT: Natural Science & Technology

REPORTS TO: Department Chair

WORK HOURS: M-F, 8:00 a.m. – 4:30 p.m.

STATUS: Exempt

LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver's License, current insurance or be insurable.

SUMMARY:

This position is responsible for teaching, grant management, and cooperative research initiatives. Primary duties include teaching courses (6-10 credits each semester) in Gikenimindwaa Mitigoog (Forest Ecology Program), grant writing and management, and student mentoring with an eye towards forming strategic partnerships with area agencies and 4-yr forestry programs. The successful candidate will have excellent working knowledge of forest ecology, the ability to teach effectively, and research design experience. Course responsibilities may include:

Intro to Forestry (FOR 101), Woodland Plants (FOR 110), Survey and Measurement (FOR 240), Dendrology (FOR 230), Wildlife Biology (BIO 130),

EDUCATION:

A Master's degree in Forest Ecology or closely related field is required (Related fields include but are not limited to: Forestry, Conservation Biology, Natural Resources Management, Landscape Ecology, and Ecology)

ADDITIONAL QUALIFICATIONS AND SKILLS:

Ability to teach effectively in the classroom, field and online.

Ability to organize field and class activities locally and regionally.

Excellent organizational, planning, and prioritizing skills.

Ability to maintain confidentiality of records and information.

Interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Ability to implement contemporary pedagogical philosophies, methods and techniques, including multi-media and online, to develop and deliver instruction in classroom and lab settings.

Able to develop instructional activities, course syllabi, course outlines, and other necessary teaching material.

Proficient in the use of computers and classroom management software systems.

Ability to work effectively as a team member of LLTC.

Ability to provide outstanding customer service and support to the LLTC and all stakeholders.

Experience with diverse student populations.

Experience with forested ecosystems and field work.

Knowledge of and commitment to the mission, vision and goals of LLTC.

Knowledge and understanding of Anishinaabe history and culture preferred.
Previous experience in natural resources research and management.
Previous College teaching experience preferred.
Demonstrated experience and ability to work independently in completing goals and objectives of grant projects.
Willingness to travel.
Ability to pass pre-employment drug test and criminal background checks.
Must be in good standing with the community.
Native American Preference.

DUTIES/RESPONSIBILITIES:

- 1) Faculty are required to teach the contracted number of credits or courses per semester.
- 2) Faculty are required to attend:
 - a) Faculty orientation at the beginning of fall semester.
 - b) Committee meetings assigned throughout the school year.
 - c) Tribal College graduation ceremony at the end of the school year.
 - d) All classes each semester. arrange for a substitute instructor in the event of your absence (all absences must be approved by the Dean of Academics and Department Chair)
 - e) Other meetings as requested by your Department Chair or Dean of Academics.
- 3) Faculty are required to submit:
 - a) Course syllabi and office hours by required dates.
 - b) Final semester grades by the required semester-end dates.
 - c) Student attendance reports in the required format.
 - d) Any other information requested by the Administration.
- 4) Faculty must maintain office hours for students for tutorial assistance, academic advising, or assisting with student organizations such as Student Senate. These hours must be in addition to classroom hours. Faculty are required to post office hours and class schedules prior to the beginning of each semester. The specific number of office hours is determined by faculty status, i.e., full-time, part-time or adjunct.
- 5) Faculty are required to be available for students and special duties as may be assigned during final exam weeks or registration periods.
- 6) Faculty must meet with each student enrolled in your classes through a formal appointment process once each semester.
- 7) Faculty must abide by the Faculty Handbook.
- 8) Faculty must participate in program or grant reporting, assessment and/or evaluation as required.
- 9) Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate.
- 10) Serves on various college committees and participates in professional organizations as appropriate to assignment.

11) Performs other related duties as required or assigned.

Research Responsibilities:

As a 1994 Land Grant, this institution has access to research funds which provide opportunities to engage students in research projects. The Forest Ecology Instructor is responsible for:

- 1) Collaborate with Leech Lake Band of Ojibwe – Division of Resource Management, U.S. Forest Service Chippewa National Forest, and various four year institutions as appropriate on research development.
- 2) Maintain equipment and supplies necessary for research, including inventories, ordering, maintenance and storage.
- 3) Prepare IRB documents for approval if needed.
- 4) Utilize appropriate software for managing information and grant related data.
- 5) Provide written reports and presentations to LLTC staff for publication and advancement purposes.
- 6) File updates and required grant reports within the guidelines of the relevant grant.
- 7) Work with students on development of research posters for presentation at appropriate venues including but not limited to: FALCON, AIHEC and NSF TCUP meetings.
- 8) Maintain communication with all partners, including LLTC administration, students and cooperators on any grants.

This position is under supervision of the Dean of Academics. The instructor will work with the Department chair to develop deadlines, projects, and plan of work. The employee keeps the Department Chair informed at least monthly of progress and provides monthly reports. The employee informs the Department Chair immediately of potential controversies or conflicts. This person will maintain records and files as appropriate to the needs of the department and as directed by the Dean of Academics.

Faculty must continue with educational goals to meet the needs of College accreditation, participate in appropriate professional associations, and study Anishinaabe language and culture through formal classes, in-service, or informally through local community events.

Other duties as assigned

PHYSICAL REQUIREMENTS:

Ability to lift 30 pounds or more and use proper body mechanics

Be able to sit or stand for long periods of time

Subject to internal working conditions

Non-smoking environment