Leech Lake Tribal College
Position Description

Position Title: Natural Science Faculty
Department: Indigenous Science
Reports To: Department Chair
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 (2-4 courses each semester), grant writing and management, and student mentoring with an eye towards forming strategic partnerships with area agencies and 4-yr academic programs. The successful candidate will have an excellent working knowledge of natural resources, the ability to teach effectively, and research design experience.

Education:
A Master's degree in a natural resource-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 fieldwork.
- Knowledge of and commitment to the mission, vision, and goals of LLTC.
- Knowledge and understanding of Anishinaabe history and culture.
- 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 a pre-employment drug test and criminal background checks.
- Must be in good standing with the community.
- Proficient with one or more programming languages (Java, C++, Python, R, etc).
- Experience applying data science methods to real-world data problems.
- Experience with data visualization tools.
- Native American Preference.

**PREFERRED QUALIFICATIONS**

- Advanced knowledge of data analytics
- Experience conducting data analysis with large datasets
- Experience developing software and data models
- Experience with executing predictive analytics on large datasets

**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 the fall semester.
   b) Committee meetings as 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) Performs other related duties as required or assigned.

RESEARCH RESPONSIBILITIES:

As a 1994 Land Grant, this institution has access to research funds that provide opportunities to engage students in research projects. Natural Science instructors are 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 the 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.

9) Formulate and lead guided, multifaceted analytic studies against large datasets.

10) Design and implement ad hoc scripts to analyze large datasets. Design interactive tools to present the results.

11) Develop robust, documented, and reproducible data workflows.

12) Interpret and analyze data using exploratory mathematic and statistical techniques based on the scientific method.

13) Analyze problems to identify the root causes.

14) Develop processes and (software) tools to monitor and analyze model performance and data accuracy.

15) Transform complex analyses into short, compelling, and easy to understand studies to share with a broad audience.

16) Explore the use of advanced computational tools, such as machine learning, to identify patterns and make predictions from large datasets.

17) Mentor junior researchers (students).
This position is under the supervision of the Dean of Academics. The instructor will work with the Department Chair to develop deadlines, projects, and work plans. 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.

**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

*I understand the job description for the position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed.*

*Job Description created/revised: 2/25/2022.*

Employee Signature: ___________________________ Date __________

Supervisor Signature: ___________________________ Date __________

Human Resources Signature: ___________________________ Date __________

President Signature: ___________________________ Date __________