SAGINAW CHIPPEWA TRIBAL COLLEGE

POSITION DESCRIPTION

POSITION SUMMARY:
SCTC values a highly collegial and caring academic environment. The successful applicant will teach developmental reading and writing. Duties include curriculum development; use of innovative methodologies, techniques and delivery methods within developmental studies; and willingness to integrate technology into classroom lessons. There is an expectation for on-going scholarly activity and professional development, engagement with students inside and outside the classroom, collegial activity with peers and involvement with the college governance processes.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:
• Teach two developmental reading and writing courses per semester.
• Coordinate the reading and writing component of a Summer Program.
• Assist in on-going assessment initiatives.
• Attend faculty meetings, standing committees, and other administrative meetings.
• Participate in recruitment and registration events.
• Plan, develop, and use a variety of teaching methods and materials that assist student learning.
• Assess English language proficiency and learning needs of students.
• Recommend and coordinate math support and tutorial services for students.
• Advise students on programs and special services supporting their English language skills.
• Assist strengthening the effectiveness of the developmental reading and writing program.
• Participate in institutional service, the promotion of the collegial and collegiate environment, and scholarly activity.

CONTACTS/PURPOSE OF CONTACTS:
Contacts are primarily with faculty and college staff on a daily basis. Considerable contact is with college students. Some external contact with associates of the college is required.

OFFICIAL POSITION TITLE: Academic Skills Specialist-English
DEPARTMENT: Tribal College
CLASSIFICATIONS: Exempt
REPORTS TO: Dean of Student Services
SUPERVISES: n/a
DATE: January 2, 2012
APPROVED BY: Board of Regents, February 17, 2012
WORK ENVIRONMENT/SAFETY HAZARDS:
Position is in an academic institution environment, which requires normal everyday safety precautions. Position may require periods of standing, sitting, and lifting of light items in a general office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:
- Minimum of two years experience teaching college courses in a multicultural higher education environment.
- Minimum of two years experience successfully addressing the academic needs of students enrolled in developmental education course work at the college level.
- Minimum of one year experience with administrative duties.
- Ability to assess and evaluate the specific reading and writing needs of students.
- Willing to advocate for students and connect them with appropriate resources.
- Excellent interpersonal, written and verbal communication skills.
- Display good oral and written communication skills.
- Strong organizational and management skills.
- Ability to manage and prioritize simultaneous projects.
- Ability to make effective presentations.
- Knowledge of Microsoft Word, Excel, and PowerPoint; ability to learn other computer applications as needed.
- Understanding and application of technology.
- Impeccable record-keeping skills.
- Familiarity with academic and student personnel policies and procedures.

Education/Training:
- Master's degree in Adult Education, Writing, or English with an emphasis in reading and writing.

EQUAL OPPORTUNITY:
The Saginaw Chippewa Tribal College is an equal opportunity employer and follows non-discriminatory policies in hiring. However, the Saginaw Chippewa Tribal College Board of Regents, in accordance with the spirit of Native American Preference, will provide preference to qualified Native Americans.