

NORTH CENTRAL MICHIGAN COLLEGE POSITION DESCRIPTION

POSITION TITLE: Chemistry Instructor	POSITION CODE: Exempt	HOURS: Full Time	ORIGINAL DATE: January 2021	
ORGANIZATIONAL UNIT: Instruction	REPORTS TO: Dean of Liberal Arts	REV NO. & DATE:	PAGE: 1 of 3	

GENERAL DESCRIPTION:

Teaches assigned college course work as defined by North Central Michigan College and assigned by the Dean of Liberal Arts. Assists students in meeting didactic and laboratory requirements and understanding course material. Provides a safe classroom and/or field experience-learning environment. Conducts self in a professional manner promoting diplomacy with students, educational agencies, and other faculty and staff. Engages in individual student and educational program development, accessibility and coordinates with other college departments including Student Services as needed to foster student success. In addition, the candidate will serve as the content expert while collaborating with other faculty on curriculum development and improvement within the college's science program.

DUTIES:

1. Teach 15 contact hours per semester. Assignments may include day and evening course times as well as coverage in Petoskey and NCMC's other off campus sites.
2. Hold six (6) office hours per week at times convenient for student consultations.
3. Prepare instructional materials and deliver instruction to students in a variety of formats and settings (including classroom, hybrid, online, flex, etc.)
4. Provide timely feedback on students' progress, including evaluation of student work
5. Work with Dean of Liberal Arts to maintain updated master syllabi of courses and program outcomes.
6. Prepare and submit required documentation including course syllabi, student attendance, final course grades, and other information required by the college.
7. Engage in college service in the areas of curriculum development, program outcomes assessment, and instructional improvement.
8. Participate in the college governance structure and/or strategic planning process through committee service.
9. Other duties as assigned and appropriate.

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Required Qualifications:

1. Master's Degree in Chemistry.
2. Solid understanding of element identification/interpretation, elements and compounds composed of atoms, molecules and ions: their composition, structure, properties, behavior and the changes they undergo during a reaction with other substances.
3. Experience teaching lab science courses at the community college level OR teaching lab science courses to general education and/or science major students at college/university level.
4. Ability and desire to organize safe and effective laboratory and field experiences for students.
5. Demonstrated ability and willingness to use appropriate technology when delivering content in the classroom and in lab/field settings.
6. Familiarity with and commitment to the community college mission, particularly as it pertains to science education.
7. Demonstrated excellent written and oral communication skills in person, to groups, and electronically.

Preferred qualifications:

1. Recent experience in teaching chemistry in a community college setting.
2. Ability and willingness to foster learning partnerships with community agencies and organizations
3. Evidence of continuing professional development.
4. Activity in professional organizations.
5. Familiarity with program assessment practices within a community college setting.
6. Familiarity with institutional effectiveness planning and retention issues within a community college environment.

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NOTICE OF NONDISCRIMINATION POLICY

It is the policy of North Central Michigan College to offer employment and access to all campus programs without regard to race, color, national origin, religion, sex, sexual orientation, age, height, weight, marital status or disability. Inquiries regarding compliance with all federal, state and local statutes and regulations may be directed to: Vice President of Finance and Facilities, Administration Building, North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770 Telephone: 231-348-6600.

I understand that this job description is intended to describe the general nature and level of work being performed when assigned to this job. It is not to be construed as an exhaustive list of all job duties that I may perform and shall not be construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of my supervisor to assign, direct, and redirect work.

I understand I may be asked to perform additional duties as required by my supervisor that are of similar kind or level of difficulty.

Employee Name: _____

Employee Signature: _____

Date: _____