POSITION: Instructor/Assistant Professor, English
LOCATION: Barrow, Alaska
REPORTS TO: Chief Administrative Officer
WORK SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.
COMPENSATION: $55,406 – 79,409 DOE+ Benefits [EXEMPT Position]

JOB DESCRIPTION: Develops and teaches English, Humanities, Journalism, and Speech courses within the Academic Division; Prepares and maintains updated instructional materials, course outlines, and curriculum; Maintains office hours, as required; Participates in the development of and contributes to the quality of post-secondary curriculum in the area of study; Serves as an academic advisor to program-active students; Evaluates student performance and submits appropriate grades and reports; Participates in professional development, as appropriate; Completes reports and presentations, and attends meetings and special events, as required; Supports the College’s recruitment efforts for the Liberal Arts program; Monitors the degree and certificate programs within the Liberal Arts program and makes timely changes, as appropriate; actively participates in the Liberal Arts faculty activities; Actively participates in College and community service including serving on community and task forces, participating in College activities, curriculum planning, professional development, accreditation assessment, and assisting in the budgeting of assigned programs; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Performs other duties as assigned.

REQUIREMENTS: Master’s degree or equivalent in English, with courses in Rhetoric and Composition preferred; Demonstrated teaching experience in freshman and sophomore-level courses in discipline-related subjects; Good oral and written communication skills; Demonstrated ability to interact effectively in a multi-cultural environment; Ability to travel periodically; Ability to pass a pre-employment background check.

PREFERRED: Doctorate degree or equivalent in English; Demonstrated teaching experience in a post-secondary environment; Demonstrated experience in curriculum development; Demonstrated experience with distance delivery; Demonstrated knowledge in one or more of the following areas: North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; ability to interpret and represent College actions and Western institution to the NSB community; Valid driver’s license.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:
IĻISAĞVIK COLLEGE  P.O. BOX 749  Barrow, Alaska  99723
ATTN: Human Resources  Fax: [907] 852-3936
[Application may be downloaded via http://www.ilisagvik.edu or contact jobs@ilisagvik.edu ]

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