

ILISAGVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: March 21, 2016
Closing Date: Until Filled

POSITION: Instructor/Assistant Professor of Office Administration
LOCATION: Barrow, Alaska
REPORTS TO: Dean of Academic Affairs
WORK SCHEDULE: Hours may vary, Monday through Friday, including evenings and weekends
COMPENSATION: \$55,046 - \$79,409 DOE + Benefits Exempt Position

JOB DESCRIPTION: Responsible for developing and overseeing the Office Administration Program; Evaluates and develops new courses and certificates aligned with the Office Administration Program; Performs College-level instruction in the appropriate discipline in Barrow and the outlying villages, as required; Delivers select courses in the fields of Office Administration, Business Management, and Information Technology; Serves as academic advisor to program active students; Evaluates student performance and submits appropriate grades and reports, as required; Develops and maintains relevant and current curriculum; Completes annual program assessment and data collection, necessary to remain compliant with accreditation standards; Maintains active communication with program advisory committee; Participates in professional development, as appropriate; Completes reports and presentations, and attends meetings and special events, as required; Travels occasionally as required for professional development or student recruitment; Prepares and maintains updated instructional materials, course outlines, and curriculum; Maintains office hours, as required; Actively participates in College and community service including serving on committees and task forces, participating in College activities, curriculum planning, professional development, and assisting in the budgeting of assigned programs, and others; Contributes toward the attainment of the goals and mission of the College; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; And performs other duties as assigned.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Master's degree in Business Administration, Management, Information Technology, Medical Administration or other field applicable to the position; Working knowledge and a minimum of 2 years teaching experience beyond formal education in the appropriate field; Working experience with computer software, including Microsoft Office applications; Ability to work independently; Ability to complete and pass a pre-employment drug screen; and valid Driver's license

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Teaching experience at the College level; Experience in curriculum development; Experience with distance delivery; Valid driver's license; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; 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; and ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:
ILISAGVIK 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]
-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-