

Human Resources

Bay de Noc Community College
Escanaba, MI 49829

Tenure Track Life Sciences Instructor Bay College West, Iron Mountain, Michigan

Bay de Noc Community College, EOE, is seeking a highly-motivated person to serve as a Tenure Track Life Sciences Instructor at the Bay College West Campus located in Iron Mountain, MI.

POSITION SUMMARY:

This faculty member will teach courses in life sciences as well as entry level and non major classes in Biology and Chemistry, as needed. This person is expected to develop outcome-based course syllabi, curriculum and instructional delivery modes, and collaborate with other faculty, staff and administration to ensure that all students receive instruction and supervision that promotes learning and personal growth. This person will report directly to the Dean of Arts & Sciences and the Executive Dean at West campus.

DUTIES & RESPONSIBILITIES:

- Instruct a full spectrum of courses including Anatomy and Physiology, Microbiology, Human Chemistry, Human Biology, (as well as biology and chemistry for non majors and at the entry level as needed) to a population consisting primarily of, but not limited to, nursing, life sciences and/or pre-health care students.
- Maintaining science laboratories and equipment. Stocking science laboratories.
- Responsible for instruction and facilitating student learning:
 - Develop course syllabi that share with students the standards, the policies, and learning objectives
 - Be committed to student retention and success
 - Recognize and respond to different student learning styles and needs
 - Develop and use supplementary learning materials and resources
 - Evaluate student progress
 - Use best practices in the teaching and learning process
 - Advise students on academic and vocational curricula and on other career issues
 - Maintain student attendance records, grades, and other required records.
 - Maintain regularly scheduled office hours in order to advise and assist students
- Participate in professional activities such as, but not limited to, curriculum planning, syllabus writing, examination development, textbook selection, program revision, and outcome assessment
- Collaborate with other teaching faculty, staff and administration to ensure that all students receive instruction and supervision that promote learning and personal growth
- Coordinate instruction and scheduling with the nursing department.
- Participate in division and college activities, including student advising, placement, and registration activities.
- Keep abreast of developments in the field by reading current literature, working with colleagues, participating in conferences and participating in other professional development activities.
- Serve on academic or administrative committees that deal with continuous improvement, institutional policies, departmental matters and academic issues.

DESIRED EDUCATION and EXPERIENCE QUALIFICATIONS:

- Post Secondary teaching experience
- Successful experience working with at-risk students
- Familiarity with active and collaborative learning strategies, teaching of critical thinking and critical literacy skills.
- Willingness to learn and implement new teaching strategies related to active learning.

MINIMUM EDUCATION and EXPERIENCE REQUIREMENTS:

- A Master of Science Degree with a focus in the life sciences. Doctorate Preferred.
- Teaching experience in a broad range of topics, especially biology and chemistry
- Demonstrated skill in effective written and oral communications
- Commitment to quality instruction in a learner-centered environment

- Demonstrated literacy in information technology and computer use
- Commitment to the community college philosophy

PHYSICAL REQUIREMENTS:

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors and includes science labs.

WORK ENVIRONMENT:

Work environment characteristics 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. The noise level in the work environment is usually moderate. The above statements are intended to describe the general nature and level of work being performed by personnel assigned into this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Job related functions may be performed with or without accommodations.

SALARY RANGE AND BENEFITS: Dependent upon education and experience. Annual salary range \$43,302 – 53,001. Benefits include health, life, and dental insurance, Michigan Public School Employees Retirement Systems or TIAA/CREF, YMCA membership, Wellness Program, Tuition reimbursement and professional development support.

Anticipated Start Date: August 2008

Application Deadline: March 6, 2008

All applicants are required to submit:

1. Completed Bay College Application available from our website at:
<http://www.baycollege.edu/hr>
2. Cover letter
3. Resume
4. All graduate and undergraduate transcripts
5. Names and contact information for at least three (3) references **along** with three (3) letters of recommendation

Thomas J. Griggs
Director of Human Resources
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Ph: 800-221-2001 ext. 1159 or ext. 1145 Fax: 906-789-6925
Email Applications to: employapp@baycollege.edu
Web: <http://www.baycollege.edu/hr>

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, political affiliation, disability, height, weight, marital or veteran status, or any other legally protected classification. Questions concerning Title IX of the Education Amendment of 1972, which prohibits discrimination on the basis of sex, should be directed to the Affirmative Action Coordinator: Carolyn Bissell, Executive Director for Institutional Advancement or the Director of Human Resources. Inquiries related to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of handicap, should be directed to the ADA Coordinator: Christian Holmes, Dean of Liberal Arts and Dean of Learning Resources.

Bay College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus or other specified locations. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Director of Human Resources or by accessing the following web site <http://www.baycollege.edu/publicb.html>