



INSTITUTE OF AMERICAN INDIAN ARTS

JOB DESCRIPTION

TITLE: FACULTY POSITION IN BUSINESS & ENTREPRENEURSHIP
DEPARTMENT: CENTER FOR ARTS AND CULTURAL STUDIES (CACS)
CLASSIFICATION: EXEMPT
REPORTS TO: DEPARTMENT CHAIR OF INDIGENOUS LIBERAL STUDIES, DEAN, CACS
SUPERVISES:

SUMMARY OF RESPONSIBILITIES

The faculty member will be expected to develop a Business & Entrepreneurship Certificate program which has the potential to become a new academic major and teach a variety of courses relating to developing business and entrepreneurial skill. Courses may include: Marketing, Business Development, Program Management, Accounting, Entrepreneurship, The Business of Art, and related courses. A variety of teaching styles including on-line courses, self-paced, independent, and individualized instruction, experiential learning and traditional classroom teaching methods may be used. Courses and workshops may take place both on the campus of IAIA and in local tribal communities.

ESSENTIAL POSITION FUNCTIONS

- Lead faculty member for the continued development of a Certificate in Entrepreneurship
- Curriculum planning and implementation
- Collaborate with the existing programs and majors, including Studio Arts, New Media Arts, Indigenous Liberal Studies, Museum Studies, the general education program and other departments for curriculum development and outreach activities
- Provide educational outreach to area tribal communities, organizations, and schools
- Assist in the recruitment and retention of students
- Support the College's Vision, Mission and Goals
- Provide an effective environment for student learning through teaching assigned courses
- Develop, prepare, and evaluate instructional materials that promote learning
- Evaluate student progress, provide frequent feedback to students, and refer students to appropriate college support services when needed
- Maintain office hours in accordance with stated policies to provide assistance to students and for other related duties
- Participate in curriculum development including developing and reviewing program requirements, course teaching materials, and text selections
- Participate in the assessment of student learning by assessing student-learning outcomes at the course and program level in order to improve teaching/learning outcomes
- Maintain current knowledge in the subject area and in the use of alternative teaching techniques and appropriate instructional technology
- Participate in faculty development activities
- Maintain student records; complete and return required reports to the appropriate office by due date. Cooperate with other faculty and college staff in maintaining a positive professional and educational environment in the college
- Attend and participate in assigned meetings, committees, and college activities
- Oversee grant activities and projects related to the Entrepreneurship program

REQUIRED EXPERIENCE AND EDUCATION

Master's in related field and experience in teaching and developing business and entrepreneurship-related curricula. Demonstrated ability to meet required competencies and job responsibilities. The successful candidate will be flexible enough to teach multiple courses within the fields of business and entrepreneurship. Preferred: Ph.D. in related field and experience teaching Native American students. College level teaching experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to teach entrepreneurship classes from native cultural perspectives incorporating a variety of teaching methodologies
- Ability to integrate the values of diversity and team building into educational decision-making.
- Skilled in communications and interpersonal skills as applied to interaction with college administrators, faculty, staff and students
- Experience in grants management
- Experience in program planning, design and management

WORKING CONDITIONS

Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE _____

DATE _____

SUPERVISOR _____

DATE _____

IAIA PRESIDENT _____

DATE _____

HR MANAGER _____

DATE _____

REVISED 1/08