

**Lac Courte Oreilles Ojibwe University**  
**Position Description No. NASFACDR32726**



**Position Title:** Native American Studies Faculty Director  
**Division:** Humanities-NAS  
**Reports To:** Dean of Academic Affairs  
**FLSA Status:** Exempt  
**Annual Contract:** Full-time, 52 weeks, 40 hours per week  
**Salary Range:** \$85,000 - \$95,000 - Dependent on qualifications  
**Posting Date:** April 01, 2026  
**Application Deadline:** April 15, 2026, or until filled  
**Start Date:** As soon as possible

**General Position Summary:**

Plans, organizes, and directs the instructional and administrative activities of an assigned academic program; provides program leadership that will ensure a quality instructional process; provides highly responsible instruction within the classroom; coordinates assigned activities with other University divisions; and oversees program coordination, curriculum, and review. This position is required to teach twelve to fifteen load units per academic semester.

**Key Responsibilities:**

- Participates in the marketing of programs; recruits students; coordinates the activities of program advisory committees; makes presentations to outside contacts
- Participates in the development, planning, recommendation, implementation, and administration of goals and objectives; collaborates with the Dean of Academic Affairs and Academic Department to develop and recommend new or modified courses and programs; and supports all instructional initiatives of the University
- Participates in monitoring and coordinating the development and visibility of instructional courses and programs and ensures that program courses reflect current practices and comply with policies, procedures, goals, and outcomes
- Plan and teach courses that fulfill the current curriculum goals and outcomes
- Remains current with subject matter and instructional methodology
- Employ appropriate assessment techniques to measure student performance in achieving course goals and outcomes
- Communicate progress in the course to students in a timely manner
- Provides timely documentation of information such as (but not limited to) attendance, mid-term and semester grades, course assessment, and course syllabi, as designated by the Academic Administration and in accordance with established University policies and procedures
- Counsels and advises students and participates in the student grievance process

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- Develops and serves on committees and task forces; attends regularly scheduled meetings; researches and develops recommendations related to the operation of the program
- Work with Dean of Academic Affairs to schedule classes to meet student needs at all locations/times/formats
- Assists with cultural activities
- Represents the University as requested
- Performs other duties as assigned

**Minimum Qualifications:**

- Master's Degree in area of instruction,
- or bachelor's degree in area of instruction and tested experience as certified by authorized tribal expert in content area

**Knowledge, Skills, and Abilities Required:**

- Principles and practices of program management
- Principles of supervision regarding team building and support
- Computer technology/applications
- Curriculum and subject matter related to the program
- Methods and techniques of instructional program, curriculum development, evaluation, and instructional delivery systems
- Methods and techniques of student advisement
- Organizational and management practices
- Principles and practices of University-level instructional support of faculty teams
- Methods of techniques of program marketing and publicity
- Experience in teaching in post-secondary setting
- Knowledge and/or experience with diverse populations

**Work Environment:**

- Office, classroom, and campus facilities environment
- Will require travel to Outreach sites and external meetings

**Reportability:**

- Reports to Dean of Academic Affairs

**Supervision:**

- Supervises Native American Studies Faculty and Adjunct Instructors

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**Application Process:**

Please submit either a hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at [www.lco.edu/employment](http://www.lco.edu/employment)) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand-delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources  
Lac Courte Oreilles Ojibwe University  
13466 W Trepania Road  
Hayward, WI 54843  
Phone: 715-634-4790  
Fax: 715-634-5049  
Email – [hr@lco.edu](mailto:hr@lco.edu)

All materials submitted will become property of the University and will be retained for one (1) year from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

*“The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”*