

ASSISTANT PROFESSOR OF INDIGENOUS LIBERAL STUDIES JOB DESCRIPTION

DEPARTMENT: INDIGENOUS LIBERAL STUDIES (ILS)
CLASSIFICATION: EXEMPT- FULL/TIME FACULTY (10-MONTHS)
REPORTS TO: INDIGENOUS LIBERAL STUDIES DEPARTMENT CHAIR
LAST UPDATED: NOVEMBER 5, 2018
CLOSING DATE: JANUARY 31, 2019

Summary of Responsibilities: The Indigenous Liberal Studies Department invites applications for a full-time assistant professor in Indigenous Liberal Studies with a proven background in Native American/Indigenous studies, anthropology, social sciences, and research methodologies. Candidates who specialize in tribal sovereignty and governance, Indigenous identity, decolonization, cultural preservation, Indigenous research methodologies and theory, Federal Indian policy, history, and Indigenous rights are encouraged to apply. IAIA is in Santa Fe, New Mexico, so candidates with knowledge of Southwestern Indigenous peoples, customs, and protocols are preferred. Successful candidates will demonstrate knowledge and experience working with and for Indigenous people. Scholars whose research contributes directly back to Indigenous communities are encouraged to apply. Candidates will teach undergraduate courses on a variety of topics and will assist with the development, implementation, and review of Indigenous studies curriculum. Participation and engagement with local, national, and international Indigenous communities is expected. As is expected of all employees, the successful candidate will support IAIA's mission, vision and core values.

Essential Functions:

- Teach all levels of Indigenous and Native American Studies, including workshops and classes in tribal communities or institutions.
- Teach three courses per semester and oversee independent studies, internships, and senior projects.
- Provide supervision for student research projects, utilizing a variety of Indigenous, and traditional/alternative qualitative and quantitative research methods.
- Provide leadership and mentorship for ILS activities or institutional activities that involve the ILS Department for students, faculty, and staff.
- Participate in various administrative tasks related to the ongoing development and operation of the Indigenous Liberal Studies Department as assigned.
- Maintain on-going professional practices and demonstrate a recognized standing in the Indigenous and Native American Studies profession.
- Participate in educational and professional activities within the Institute.
- Provide students with proficient advising and mentorship in the Indigenous Liberal Studies degree Program and career opportunities.
- Keep the appropriate number of office hours per week.
- Participate in assigned committee work and meetings.
- Participate in curriculum development.
- Participate in as required/assigned in all assessment and/or accreditation activities.
- Participate in all required activities during in-service periods.
- Maintain adequate facilities for the Program and the delivery of required courses.
- Collaborate with all departments in the College of Native Arts and Culture.
- Other duties as assigned.

Required Education: Requires a minimum of a Master's degree, with recent and relevant experience teaching Indigenous and Native American Studies experience at the college level. Must demonstrate a record in high level of professional achievement. Must demonstrate a proven background in anthropology, social sciences, and research methodologies. Experience with American Indian and Alaska Native communities and cultures required. Must have a satisfactory background check. **PREFERRED:** Doctorate degree or doctoral candidate.

Required Competencies (Skills/Knowledge and Abilities):

- Possess comprehensive knowledge of Indigenous communities and Indigenous knowledge.
- Demonstrate experience working with tribal communities.
- Excellent and proven communication and problem solving skills as it relates to instructional responsibilities.
- Knowledge of best practices for face-to-face and online pedagogies.
- Proven ability to communicate clearly and effectively with all levels and with all peoples and groups.
- Proven ability to interact and work successfully with faculty, students and staff as related to job responsibilities.
- Demonstrated ability and willingness to adapt teaching style towards learning outcomes.
- Demonstrated ability and willingness to support Program goals and objectives and take a leadership role in further developing strategic goals of the Indigenous Liberal Studies Department.
- Demonstrated ability to guide and facilitate students through a process of knowledge and skill building.
- Demonstrated sensitivity towards Native American and an ability to motivate and teach students from diverse ethnic backgrounds.
- Demonstrated commitment to assuming faculty responsibilities beyond the classroom in a shared governance environment.
- The faculty member must adhere to appropriate professional standards of conduct and ethics, including:
 - confidentiality
 - integrity, and honesty
 - compliance with directives
 - cooperate and work respectfully with others
 - participate in meetings as required
- Ability to adapt quickly and effectively to changes in the work environment.
- Ability and skill to demonstrate a pleasant, courteous, and professional demeanor and presence at all times.
- Ability to be a self-starter and highly self-motivated to support and improve the goals of the Indigenous Liberal Studies Department.
- Ability to respond to requests in a timely manner.
- Excellent communication skills using the spoken and written word.
- Ability to work with moderate supervision, to begin assignments independently (or as assigned), and to bring assignments to conclusion on a timely basis.
- Demonstrate compliance with all applicable and essential IAIA policies, processes and/or procedures.
- Ability to perform other duties as assigned.

Working Conditions:

- Ability to effectively use an electronic technology for extended periods of time.
- Ability to instruct for extended periods of times, in a classroom environment.
- Ability to use computers, projectors, and other academic instructional technology.
- Ability to exercise effective communication skills using the spoken and written word to a wide range of audiences, but in particular to college students and faculty colleagues.
- Ability to see, view, review and wide range of relevant academic information.
- May be asked by Department Chair/Dean to perform other duties.
- Performance evaluation will be assessed on academic results as described herein.
- The Dean in conjunction with the Indigenous Liberal Studies Department Chair, reserves the right to revise this job description at any time, with or without notice.
- The job description is not a contract for employment.