Summary

This is a full-time teaching position in the Fine Art Department which includes studio courses and recitation instruction in the following courses: Art Appreciation, Art History I and II, Non-Western Art History, Modern Art History, Ceramics I and II, Design Foundations courses. This position requires participation in all advising, committee, and departmental activities including student exhibitions, department/division meetings and recruiting. The ability to continue curricular development of the listed courses and manage studio facilities for these courses is required.

The instructor will also maintain art equipment, ceramics studio and inventories, and to develop and revise courses as needed. Responsibilities may include the possibility of teaching night, weekend, and online courses. This individual must be able to work independently as well as collaborate with others, and follow teaching effectiveness guidelines. This person will enjoy working with diverse populations, have good listening skills and the ability to understand the needs of others, be able to deal with interruptions in a patient manner, and maintain a high work ethic and integrity. The successful candidate will have the ability to be engaging to students in the learning process, be approachable, organized, and support the College mission.

EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, and REGISTRATIONS

Required:

- Masters of Fine Arts (MFA) degree from an accredited four-year college or university
- Three years related experience in the Fine Arts or related field.
- A professional portfolio of fine art work with an emphasis on ceramics and three dimensional media.
- Experience in the planning and creation of Fine Art (ceramics) and Art History courses.
Preferred:

- Master of Fine Arts (MFA) degree with an emphasis in ceramics.
- Experience with Photography, Digital Photography, Color Photo courses.
- Teaching experience at the community college level.
- A strong record of teaching, exhibitions, and published work.
- Able to describe how multicultural issues have been or will be brought into courses.
- Previous experience teaching or mentoring minorities or members of other underrepresented groups that relate to this position.

Essential Duties and Responsibilities

**Daily**
- Participates in curriculum and course development, revision, and evaluation.
- Employs a range of suitable strategies to foster student learning and assessment of the same.
- Develops, revises, evaluates and instructs a minimum of five 3-credit courses in Fine Arts.
- Prepares and delivers lectures to students.
- Stimulates class discussions and other active learning activities.
- Compiles, administers, and grades examinations as needed.
- Demonstrates an interest in using current and emerging technologies in the classroom.

**Annual**
- Faculty evaluation, assessment, academic advising, instruction via flexible learning options.
- Serves on specific academic area and College wide committees.

**Curriculum**
- Advises students on curriculum, academic programs, employment and career goals, and other matters as appropriate.
- Contributes to the growth and development of the academic area and the College by participating in team-based committee work, academic area planning, and other academic area-related and College-related activities.
- Supports the academic area and College through other work normally expected of faculty members.
Teaching Effectiveness

- Places the primary emphasis on student learning in the design, delivery and evaluation/assessment of courses.
- Understands the various levels of preparation represented in the typical classroom and communicates well to the various levels.
- Provides a course syllabus to the students as outlined in the faculty Handbook.
- Understands and adapts teaching to various learning styles present in the classroom as demonstrated in the presentation of course materials and assessment of student learning.
- Conducts classroom research with classroom assessment techniques.
- Designs and implements course curriculum that reflects the relevance and conveys the value of academic studies to everyday world.
- Understands and successfully uses learning technology, as needed, both in class and as a tool for distance learning.
- Strives to foster higher-level learning with an emphasis on analysis, problem solving and critical thinking.
- Promotes student demonstration of learning through a variety of assessments that may include exams, discussions, debates, presentations, simulations, and/or debriefings.
- Has high expectations of students and gives challenging work.
- Resolves to “make a difference” in students’ learning and their lives as appropriate.
- Makes contact with students, recognizing them as individual learners including remembering their names and treating them as adults.
- Is accessible to students both in and out of formal office hours and strives to help students be successful.
- Listens to students and encourages them to actively participate in the learning process.
- Demonstrates respect, care, and empathy for students.
- Encourages students to believe they can learn successfully; shows confidence in them.
- Is flexible switching from one teaching approach to another when things don’t work, yet keeps the objectives of the course in sight at all times.
- Is enthusiastic about the subject matter in the classroom and shares the joy of learning with students.
- Maintains a sense of humor and humanity in the classroom.
- Encourages student growth and celebrates student success.

Faculty Professional Development

- Demonstrates a continuing engagement with the learning and scholarship of their area of specialization.
- Strives to be on the cutting edge of professional content knowledge and methodology

**Support of College, Community Initiatives**
- Is fully committed to the mission and values of Northwestern Michigan College and participates actively in the shared governance system.
- College mission may include, but would not be limited to:

  - College Assessment Activities
  - Coordination/Communication - Transfer Institutions
  - Career Advising
  - College Projects and Activities--Participation and Leadership
  - Professional Participation Innovation in Instruction
  - Registration/orientation Participation
  - Service to Community on Behalf of College
  - Representing the College at School Visits
  - Teaching for Extended Educational Services or Training and Research
  - Recruiting Students
  - Facilities Development
  - Participation in Community Education Committee(s)
  - Assistance to Other Faculty and Staff
  - Curricular Development
  - Academic Advising
  - Recruiting/Screening Faculty
  - Professional honors awarded during the evaluation period
  - College Committee Participation/Leadership
  - Advisory Committee Participation
  - Presenting or Consulting in Areas Related to Field
  - Program Coordination/Leadership
  - Relevant Work Activities (contributory to college role or institutional image)
  - Community Service/Leadership Publication Research
  - Articulation
  - Artistic/Creative Accomplishments Related to Field
  - Participation in College Sponsored Events

**Professional Qualities and Abilities**
- Serves as a role model of good written and oral communication skills and good time management skills.
- Possesses a positive attitude; able to see good in self and others.
- Shows flexibility including the acceptance of and willingness to change; sees change as an opportunity for growth.
- Seeks improvement over time by taking risks and trying new things.
- Knows and acknowledges personal limits.
- Displays self-discipline and a strong work ethic.
• Accepts responsibility for professional and personal growth.
• Demonstrates commitment to be a productive and supportive member of the college community.
• Successfully organizes, executes and follows up on projects; sets specific objectives and measures to achieve results.
• Accepts criticism gracefully and uses it as an opportunity for growth.
• Handles conflict effectively.
• Inspires others; sets an example of professionalism both within the college and the community.
• Leads and/or follows as circumstances require.

**Supervisory Responsibilities**
This job has the potential to supervise student workers in the Ceramics Studio. Supervisory responsibilities may include supervising supplemental and student workers.

**Qualifications**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**
Master’s of Fine Arts degree from four-year college or university, plus three years related experience in related field.

**Language Skills**
Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**Mathematical Skills**
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
**Reasoning Ability**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands**
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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**
The work environment characteristics 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.
While performing the duties of this Job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**Computer Skills**
To perform this job successfully, an individual should have knowledge of Creative Cloud, Photoshop, In Design, Illustrator, and using digital pen and graphic tablet with design software.