Add   **JOB DESCRIPTION:**

Job Title:	**Liberal Arts Instructor**
Open Date:	**February 3, 2026**
Supervisor:	**Wilma Tyner**
Classification:	**Full-Time**
Salary:	**According to SCC Salary Scale, depending on experience and education – Fringe Benefit**

JOB SUMMARY:

The Liberal Arts Instructor at Stone Child College delivers high-quality instruction in general education and liberal arts courses that support the College's mission and student learning outcomes. The instructor employs student-centered, culturally responsive teaching practices to promote critical thinking, communication skills, and academic success in face-to-face, hybrid, and/or online formats. Responsibilities include curriculum delivery aligned with approved syllabi and accreditation standards, assessment of student learning, timely feedback, and participation in program review, faculty collaboration, and professional development activities that support student retention and institutional effectiveness.

JOB DUTIES:

- Teach Liberal Arts Instructor courses as assigned (e.g., Communication, Humanities, Social Sciences, or related general education courses) aligned with course, program, and institutional learning outcomes.
- Encourage student participation, engagement, and critical thinking through discussion, writing, and applied leaning activities.
- Maintain accurate attendance records and submit midterm and final grades in a timely manner.
- Complete and submit final assessments, General Education Learning Outcome (GELO) reports, and Program-level Educational Learning Outcome (PELO) reports as required.
- Advise students on academic planning and degree completion within Liberal Arts and General Education pathways.
- Support student retention by encouraging consistent enrollment, academic progress, and strong performance.
- Develop, revise, and maintain course syllabus using SCC-approved curriculum platforms (e.g., Concourse, and Watermark).
- Participate in curriculum development, program review, and assessment activities aligned with SCC and accreditation standards.
- Utilize instructional technology, learning management systems, and approved course materials to support student learning.
- Collaborate with faculty and staff to support institutional initiatives, assessment cycles, and student success efforts.
- Participate in faculty meetings, professional development, and college-wide events as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to translate complex technical concepts into accessible instruction.
- Strong organizational and time-management skills.
- Commitment to student-centered learning and continuous improvement.
- Ability to work collaboratively in a team-oriented academic environment.

QUALIFICATIONS:

- Master's degree in Liberal Arts or related field
- Teaching experience in higher education, adult education, or professional training, or demonstrated potential for effective teaching.

- Demonstrate Ability to teach diverse learners
- Knowledge of Excel, Outlook, and all other Office 365 programs
- Effective written, verbal, and interpersonal communication skills.
- Current CPR and First Aid Certificate or be willing to obtain within 90 days of hire
- Current fingerprint/background check
- Drug Test and compliance with the Drug Free Workplace Ordinance

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- Letter of interest
- Current resume or CV
- Transcripts (unofficial may be used at time of application, but official will be required upon hiring)
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application (https://www.stonechild.edu/employment/)

Via email to: Human Resources at hr@stonechild.edu Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.