

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Instructor-Chemistry

DATE: May 2026

SUPERVISION RECEIVED: Director/Dean of Academics

POSITION NUMBER: F99977

DEPARTMENT: Academics

FLSA STATUS: Non-Exempt, Part-Time, 12 months

SUPERVISION EXERCISED: Student
Employees; Work Study Students;

SALARY RANGE: \$38,571 - \$78,748

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

Dawson Community College is unable to sponsor candidates for citizenship, permanent residency, or any immigration status at this time.

SUMMARY OF WORK:

Dawson Community College invites qualified candidates to apply for a full-time, tenure-track faculty position within our Chemistry Transfer Department. This full-time faculty position is responsible for collaboration within the Chemistry/Science Department for program development and improvement, student recruitment, dual enrollment, and articulation. Preference would be with ability to teach in Biology/Allied Health.

This person demonstrates the academic and professional qualifications and relevant experience in education required for providing effective leadership for the program and students. This candidate must have the ability to teach both chemistry and general science.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

- Provide instruction for courses at a variety of times.
- Demonstrate a commitment to student engagement, student success, and instructional excellence.
- Maintain access to students through posted office hours and electronic communication.
- Maintain current knowledge of effective teaching methodologies and utilize a variety of instructional delivery methods, classroom media, and educational resources.
- Review program curriculum and develop/adjust educational courses based on need and use the Institutional Effectiveness System for appropriate approvals.
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution and revise program goals/outcomes on an as-needed basis.
- Collect and analyze program data; enrollment, graduation rates, employment, etc. for the purpose of program review.
- Ability to teach chemistry courses such as General Chemistry, Organic and Biochemistry, College Chemistry I and II, and the affiliated labs.
- Develop and update articulation agreements.
- Recommend and coordinate provisions for textbooks and course/lab materials.

- Receive semester course evaluations for each course.
- Participate in regular professional development to improve teaching methods, remain current in educational trends, maintain contacts in the field, etc.
- Supervise and facilitate internship experiences, and student observations and encourage overall student professional development opportunities.
- Work with the Dean of Academics to provide input into the budget process, assure adequate resources are available, and recommend needed equipment and supplies for the program.
- Represent the Chemistry Program in the community and during campus events, and serve on appropriate committees.
- Demonstrate a positive and professional relationship with students, colleagues, alumni, administration, and the community.
- Ensure congruence of program policies and procedures with those of Dawson Community College.
- Ensure compliance with regulatory bodies including but not limited to the Board of Trustees, Board of Regents, and Northwest Accreditation.
- Perform other related duties as the Dean of Academics may assign for the good of the College.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Dean of Student Success so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

Required Qualifications:

- Master's Degree or higher in Chemistry, Science, or Science Education, or another closely-related discipline, with a minimum of nine (9) graduate-level credits in Chemistry. All coursework must be from an accredited college or university.
- Communicate effectively and build strong relationships with local high schools, industry, and community organizations.
- Work independently, while also communicating with internal and external partners.

Preferred Qualifications:

- Teaching Experience at the secondary or postsecondary level
- Online teaching experience using Canvas or another LMS
- Nine (9) graduate-level credits in an additional, related discipline: e.g. Mathematics, Physics, Environmental Science, Allied Health Fields, etc.
- Ph.D.

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COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter

- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
hr@dawson.edu 406-377-
9430

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The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Daisy Nyberg, Title IX Coordinator. Telephone: (406) 377-9412. Email: dnyberg@dawson.edu . Mailing Address: 300 College Drive, Glendive, MT 59330

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campussecurity.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.