



## JOB DESCRIPTION

**TITLE:** Visiting Assistant Professor of History (Latin America)

**COLLEGE/SCHOOL/DEPT:** Arts & Sciences; Humanities

**DATE PREPARED:** May 2022

**REPORTS TO:** Humanities Department Chair

**FLSA:** Exempt (Term Ranked, 9-Month Contract)

### POSITION SUMMARY:

Heritage University invites applications for a one-year Visiting Assistant Professor of Latin American history to begin in August 2022. The successful candidate will teach 12 credit hours per semester, including both halves of the world history survey and advanced courses on modern Latin America (Fall) and the hire's field of expertise (Spring). Successful candidates will have a demonstrated commitment to working with diverse student populations, promoting cultural safety and equity, and exhibiting innovative approaches to teaching, undergraduate research, and advising. PhD in History is preferred, but ABD candidates are encouraged to apply.

Heritage is a small, private, rural college located within the Yakama Nation, the largest Indian Reservation in the Pacific Northwest, and 20 miles south of the city of Yakima. Heritage is a federally designated Hispanic-Serving Institution (HSI) and Native American-Serving, Non-Tribal Institution (NASNTI). As a mission-driven university with a culturally diverse student body, Heritage embraces "transformational student-centered education that cultivates leadership and a commitment to the promotion of a more just society." We strongly encourage applications from members of underrepresented groups as well as individuals who have a demonstrated commitment to working collaboratively with faculty, staff, and students to build equitable and diverse scholarly environments. Candidates should demonstrate how they will contribute to Heritage University's mission and its dual emphases on student empowerment and justice.

The Heritage History Department has adopted the AHA Tuning Project's [2016 History Discipline Core](#) to guide its program assessment. The [Center for Intercultural Learning & Teaching \(CILT\)](#) supports faculty development in teaching and advising.

Candidates should submit a cover letter, vita, and unofficial transcripts in a single pdf file to [humanresources@heritage.edu](mailto:humanresources@heritage.edu). In addition, they should arrange for three confidential reference letters to be sent to the same email address.

Priority consideration will be given to applications received by June 1, 2022. But applications will be accepted until the position is filled. All stages of the search process will be conducted by Zoom. Please contact Blake Slonecker, Chair of Humanities, with questions at [slonecker\\_b@heritage.edu](mailto:slonecker_b@heritage.edu). Heritage University is an Equal Opportunity Employer fully committed to developing a diverse faculty and campus community.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Teach undergraduate history courses as assigned.
5. Prepare course materials such as syllabi, homework assignments, and handouts. Teach undergraduate students on topics such as modern Latin America, the world history survey, and other courses in their area of expertise.
6. Evaluate and grade students' class work, assignments, and papers.
7. Collect and analyze data for program and university assessment.

8. Maintain student attendance records, grades, and other required records.
9. Compile, administer, and grade examinations.
10. Initiate, facilitate, and moderate classroom discussions.
11. Advise students on academic and vocational curricula and on career issues.
12. Develop and use multimedia course materials and other current technology, such as online courses.
13. Perform administrative duties as needed.
14. Collaborate with colleagues to address teaching and research issues.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Assist department chair with continual program development.
2. Participate in unit meetings and other university-wide activities/committees.
3. Other duties as outlined in the Faculty Handbook.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. PhD in History preferred. ABD and/or education in related fields will be considered.
2. Strong interpersonal, organizational, and oral and written communication skills.
3. Previous successful work experience with culturally diverse populations a plus.
4. Bilingual preferred