



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: Chemistry Instructor /Analytical Laboratory Director
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Faculty PhD Level
SUPERVISION: Academic Dean

SUMMARY OF WORK: Responsible for providing instruction in Chemistry and Environmental Science, mentor/advise students; supervise work/research activities of students in the Environmental Science program.

DUTIES AND RESPONSIBILITIES:

1. Prepare and teach courses in Chemistry and Environmental science. Expertise in areas such as analytical chemistry, biochemistry, soil chemistry, biogeochemistry or water quality will receive preference.
2. Promote and recruit students for the BS and MS degree programs in Environmental Science.
3. Maintain various reports such as attendance, grades, and other reports as required by administration.
4. Evaluate student performance and assign appropriate grades. Participate in student assessment activities.
5. Update and maintain curriculum and course syllabi as needed.
6. Complete yearly program assessments.
7. Mentor and advise students in the BS and MS degree programs in Environmental Science. Maintain an advisee file for each student.
8. Oversee the SBC analytical chemistry laboratory and technical staff as laboratory director.
9. Serve as lead for Water Science related research activities at the SBC Prairie Ecosystems Research Center (PERC), an NSF-TCUP-TEA CENTER funded center of research excellence.
10. Coordinate the establishment of a successful research program in the analytical chemistry laboratory at SBC. Maintain laboratory supplies and equipment for the lab.
11. Develop appropriate laboratory modules and activities in the area of analytical chemistry to be used as training materials for student researchers, laboratory technicians, and the public.
12. Mentor students in developing and completing undergraduate and graduate research projects, specifically in the area of water science.
13. Establish and hold program advisory committee meetings.
14. Must communicate effectively with others.
15. Perform other duties as assigned by Academic Dean.
16. Provide friendly, helpful customer service to students, clients and visitors.
17. Attend all scheduled college functions and meetings as required.
18. Serve on assigned SBC committees.

19. Promote and participate in student and community activities.
20. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. PhD in Chemistry or associated area preferred. The position can be available as a Post-Doctoral position or for graduate students in Atmospheric Science who are at the dissertation stage of their degree program.
2. Experience teaching courses in Chemistry preferred or willingness to teach these classes and classes in associated subject areas.
3. A willingness to work with federal and tribal programs.
4. Good organizational and communication skills.
5. Willingness to teach at least one evening class per week.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug free. AA * EEO * M * F * V Employer.

Please submit: Cover letter, resume, official transcripts, 3 current reference letters signed and dated (1 from recent supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered.