



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: **Until Filled**
POSITION TITLE: Criminal Justice Instructor
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Faculty Bachelor's Level
(\$34,180-\$39,180)
Faculty Master's Level
(\$40,390-\$46,390)
SUPERVISION: Academic Dean

SUMMARY OF WORK:

Responsible for providing instruction and supervision of work experience activities of students enrolled in the Criminal Justice program.

DUTIES AND RESPONSIBILITIES:

1. Prepare and teach courses in Criminal Justice at the Associate and Bachelor level.
2. Promote and recruit students for the Criminal Justice program.
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. Establish and monitor a work-based/practical learning plan for each student enrolled in the program. This would include the following: a) set up objectives for the work experience; b) locate the job site and supervisor; c) relate objectives to the work site supervisor and student; d) verification of hours completed by student.
6. Update and maintain curriculum in criminal justice to meet industry standards. Update and maintain course syllabi as needed.
7. Counsel and advise students enrolled in the criminal justice program. Maintain advisee file for each student.
8. Serve as a mentor and advisor for activities on campus that require cultural infusion.
9. Assist faculty with information to incorporate the culture within all curriculum.
10. Maintain inventory of department equipment.
11. Establish and hold program advisory committee meetings.
12. Must communicate effectively with others.
13. Other duties as assigned by the Academic Dean.
14. Provide friendly, helpful customer service to students, clients and visitors.
15. Attend all scheduled college functions and meetings as required.
16. Serve on college committees as appointed.
17. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
18. Promote and recruit students for Sitting Bull College.

ATIONS:

1. Master's degree in Criminal Justice or related area preferred. Bachelor's degree required.
2. Must be eligible for State Career and Technical Education certification.
3. Minimum of five years of experience in the criminal justice profession.
4. Teaching experience preferred.
5. Have knowledge and experience working with federal and tribal programs.

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

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate 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