



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

## EMPLOYMENT OPPORTUNITIES

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**POSITION TITLE:** Dean of Academics  
**LOCATION:** Sitting Bull College  
Fort Yates, ND  
**SALARY:** Executive, Executive (Exempt)  
Master's Level  
(\$54,000-\$67,200) DOE  
PhD Level  
(\$56,000-\$69,800) DOE  
**SUPERVISION:** Vice President of Operations

### SUMMARY OF WORK:

Responsible for all phases/aspects of the academics of instructional staff/faculty, curriculum development, act as chief advisor to the Vice President of Operations on academic policy.

### DUTIES AND RESPONSIBILITIES:

1. Serve as the chief academic officer of the college.
2. Oversee development and supervision of all courses of study and curricula.
3. Conduct monthly faculty meetings.
4. Insure that all instructional personnel have appropriate credentials in their area of instruction.
5. Maintain up-to-date course syllabi for all academic offerings.
6. Initiate and implement and annual academic schedule insuring ample instructional time is allotted to enhance quality of learning.
7. Determine and implement all academic policies affecting the student body.
8. Plan, develop, and execute an orientation program and First Year Learning Experience for incoming students in concert with Dean of Students
9. Recommend and monitor the general fund academic department budgets.
10. Review current and future faculty needs and make recommendations for appointments, changes, and dismissals and present them to the Administration.
11. Maintain advising manual and provide training to the academic advisement persons.
12. Maintain an adequate evaluation program for all individuals supervised.
13. Help insure academic excellence, develop and maintain a comprehensive faculty development program.
14. Maintain the faculty manual which shall contain all policies and procedures pertaining to instruction.
15. Maintain the college bulletin.
16. Recommend and implement new and appropriate educational programs within the purposes of the college.
17. Work closely with the Vice President of Operations, Assessment and Curriculum Chairs on appropriate accreditation, such as assessment of student learning and program reviews.

18. Serve as the chief liaison person between the faculty, administration, and Board of Trustees.
19. Represent the college at educational meetings from which reports of significant developments in higher education may be called to attention.
20. Provide information and direction for instructional planning.
21. Provide oversight for grants relating to academics.
22. Serves on executive council along with President and Vice President of Operations.
23. Attend monthly Board of Trustees meetings.
24. Serve as Acting President in the President's and Vice President of Operations' absence.
25. Must communicate effectively with others.
26. Other duties as assigned by the Vice President of Operations.
27. Provide friendly, helpful customer service to students, clients and visitors.
28. Attend all scheduled college functions and meetings as required.
29. Serve on college committees as appointed.
30. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
31. Promote and recruit students for Sitting Bull College

**QUALIFICATIONS:**

1. PhD degree in Education or related area preferred. Master's required.
2. Minimum of three (3) year teaching experience required.
3. Must communicate effectively with others.
4. Good organizational skills.
5. Knowledge of accounting and budgeting procedures.
6. Knowledge of federal, state, and tribal grant application processes.

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**New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol 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**