



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
Position Title: Division of Agriculture Director
Employer: Sitting Bull College
Location: Ft. Yates Campus
Salary: Administrative, Level IV (Exempt)
(\$41,800-\$52,800)
Supervisor: Vice President of Operations
Duration: Full-time, grant funded

Summary of Work

This position will provide oversight for the Agricultural programs and activities at Sitting Bull College. These programs include USDA Equity, Extension, Endowment, Special Emphasis grants, along with any approved grants for the Agriculture programs at Sitting Bull College.

Duties and Responsibilities

1. Responsible for oversight of the SBC Agricultural grant programs, through coordinating efforts with Agricultural program staff.
2. With assistance from program staff, manage the grants including monitoring of budget, reports, etc.
3. Write grants proposals and complete reports to USDA-NIFA and other agencies to maintain grant programs within the Division of Agriculture.
4. Supervise full time and part time employees hired for the Agricultural programs.
5. Provide mentorship for educational and work experiences for students participating in Agricultural programs.
6. Develop and maintain good relations between Sitting Bull College and the Standing Rock Community.
7. Give presentations at professional meetings on the Sitting Bull College Agricultural programs.
8. Supervise work on other SBC Agricultural programs, such as, the Ag extension programs, Ag Endowment funds, and the AFRI grant programs.
9. Be active in planning and conducting educational experiences for youth relating to Agriculture.
10. Seek out and develop new sources of funding for Land Grant related programs.
11. Assist in research programs for Agriculture and STEM students at Sitting Bull College.
12. Serve on SBC committees as appointed.
13. Complete other duties as directed by the Vice President of Operations.
14. Must attend all SBC functions as required.

Qualifications

1. MS degree required, PhD preferred in Agriculture, Natural Resources or in another field related to the position.
2. At least five years of experience working in agriculture or agriculture related fields
3. Experience in management of personnel and grant funds.
4. Must possess a valid driver's license.
5. Must have good organizational and communication skills.

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