



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: English Instructor
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Faculty Master's Level
(\$42,790 - \$50,790)
Faculty PhD Level
(\$49,900 - \$58,900)
SUPERVISION: Academic Dean

SUMMARY OF WORK: Responsible for providing instruction in English and possibly other general education courses where qualified.

DUTIES AND RESPONSIBILITIES:

1. Prepare and teach English and other general education courses.
2. Promote and recruit students for the general education 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. Update and maintain curriculum and course syllabi in the English and other general education areas to meet general education requirements for a two or four-year degree programs.
6. Counsel and advise students enrolled in the general education program. Maintain advisee file for each student.
7. Maintain inventory of department equipment.
6. Attend all scheduled college functions and meetings as required.
7. Must communicate effectively with others.
8. Other duties as assigned by the Academic Dean.
9. Provide friendly, helpful customer service to students, clients and visitors.
10. Attend all scheduled college functions and meetings as required.
11. Serve on college committees as appointed.
12. Promote and participate in student and community activities.
13. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. Master's in English required. PhD. degree in a General Education (English, Humanities, Social & Behavior Science) preferred.
2. Teaching experience preferred.
3. Have willingness to work with or knowledge and experience working with federal and tribal programs.

4. Good organizational and communication skills.
5. Willingness to teach at least one evening class per week as needed.

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 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.