



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/Remedial Instructor
LOCATION: Sitting Bull College
Fort Yates, ND 58538
SALARY: Faculty Bachelors Level (Exempt DOE)
Faculty Master's Level (Exempt DOE)
SUPERVISION: Academic Dean

SUMMARY OF WORK: Sitting Bull College seeks a dedicated English Instructor committed to student success, culturally responsive teaching, and community engagement. The successful candidate will teach remedial composition and other general education courses, support students across multiple college sites, and contribute to the college's mission of strengthening the intellectual and economic future of the Standing Rock community.

DUTIES AND RESPONSIBILITIES:

1. Prepare and teach at a minimum 15 credit hours per semester of English and other general education courses in all communities served by SBC as qualified. Online teaching experience helpful.
2. Maintain various reports such as attendance, grades, and other reports as required by administration.
3. Evaluate students' performance and assign appropriate grades. Participate in student assessment activities.
4. Develop and deliver clear, engaging lessons that encourage active student participation and support diverse learning needs.
5. Update and maintain appropriate course syllabi and outlines.
6. Provide professional tutoring to students at a minimum of one hour per day, in addition to one office hour per day.
7. Participate in the selection of peer tutors. Provide tutor training
8. Participate in supplemental professional development workshops annually to support faculty and staff growth and enhance student success initiatives.
9. Test new incoming students with SBC diagnostic/placement exam and maintain database records.
10. Track remedial student statistics for Student Services.
11. May be required to teach other courses, when the need arises, and after remedial course demands have been met.
12. Maintain office inventory.
13. Communicate effectively with others.
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.
19. Other duties assigned by the Dean of Academics.

QUALIFICATIONS:

1. Master's degree in English or Education preferred; Bachelor's degree required.
2. Teaching experience required
3. Must be capable of fostering a positive self-concept and motivation within students.
4. Have willingness to work with/or knowledge and experience working with federal and tribal programs.

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