



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: Math Instructor
Special Service Program
LOCATION: Sitting Bull College
Fort Yates, ND 58538
SALARY: Faculty, Master's Level (Exempt)
(\$40,390-\$49,990)
SUPERVISION: Director of Student Services

SUMMARY OF WORK:

Responsible for providing instruction in math, academic survival skills, and professional tutoring.

DUTIES AND RESPONSIBILITIES:

1. Prepare and teach at a minimum 15 credit hours of remedial math courses in all communities served by SBC. If the courses do not file faculty will be required to teach other coursework as qualified.
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. Update and maintain appropriate course syllabi and outlines.
5. Provide professional tutoring to students at a minimum of one hour per day, in addition to one office hour per day.
6. Counsel and advise students.
7. Provide a supplemental workshop(s) each semester for the student success series.
8. Test new incoming students with SBC diagnostic/placement exam and maintain database records.
9. Track remedial student statistics for Student Services.
10. May be required to teach other courses, when the need arises, and after remedial course demands have been met.
11. Maintain office inventory.
12. Communicate effectively with others.
13. Provide friendly, helpful customer service to students, clients, and visitors.
14. Attend all scheduled college functions and meetings as required.
15. Serve on college committees as appointed.
16. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
17. Promote and recruit students for Sitting Bull College.
18. Other duties as assigned by the Director of Student Services.

QUALIFICATIONS:

1. Master's degree in education with 18 graduate credit hours in Math required. Master's degree in Math preferred.
2. Minimum of two (2) years teaching adult learners.
3. Must be capable of fostering a positive self concept and motivation within students.

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 * 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