



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: Native American Studies Instructor
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Faculty, Master's Level (Exempt) DOE
(\$40,390-\$49,990)
Faculty, PhD Level (Exempt) DOE
(\$46,900-\$58,900)
SUPERVISION: Dean of Academics

SUMMARY OF WORK:

Responsible for providing instruction of Native American studies for the Associate and Bachelor program.

DUTIES AND RESPONSIBILITIES:

1. Prepare and teach Native American Studies courses at the Associate and Bachelor levels.
2. Promote and recruit students for the Native American Studies programs.
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 in the Native American Studies area to meet general education requirements for the Associate and Bachelor degree programs.
6. Update and maintain course syllabi as needed.
7. Complete program reviews per established five year schedule. Complete yearly program assessment for social work degree.
8. Counsel and advise students enrolled in the Native American Studies programs. Maintain advisee file for each student.
9. Serve as mentor and advisor for activities on campus that require cultural infusion.
10. Assist faculty with information to incorporate the culture within all curriculum.
11. Maintain inventory of department equipment.
12. Must communicate effectively with others.
13. Other duties as assigned by the Dean of Academics.
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 handgames, cultural events.)
18. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. PhD's degree in Native American Studies or related area preferred, Master's degree required.
2. Teaching experience preferred.
3. Must be a fluent speaker of oral and written Lakota language.
4. Should have an intimate knowledge of the social, historical, and political life of Lakota people.
5. Have 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 * 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