



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

## EMPLOYMENT OPPORTUNITIES

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**Closing Date:** Until Filled  
**POSITION TITLE:** Part-time Director, Division of Nursing  
**LOCATION:** Sitting Bull College  
Fort Yates, ND  
**SALARY:** Faculty, Master's Level (Exempt)  
**SUPERVISION:** Dean of Academics

### SUMMARY OF WORK:

The Division of Nursing is directly under the supervision of the Dean of Academics. The Director of the Division of Nursing is responsible for organizing and overseeing the work of the Division of Nursing, division personnel, as well as providing instruction and supervision of work experience activities of students enrolled in nursing program. This position is 0.25 FTE for administrative role and 0.25 FTE for faculty role.

### DUTIES AND RESPONSIBILITIES:

1. Work with the North Dakota State Board for Nursing for continuing approval of the practical nursing program. Maintain the relationship with the ND Board of Nursing and maintain ND State accreditation.
2. Maintain relationships with external organizations involved in nursing education (including CUNEA, ND Center for Nursing, ND University System)
3. Work with State, Federal, and Tribal agencies.
4. Prepare and submit a variety of reports to multiple agencies as indicated.
5. Oversee and administer the expenditures and budget for the Nursing Department within the guidelines of Sitting Bull College, pertinent grants and other sources for the budget.
6. Organize and supervise the work of the division.
7. Facilitate faculty recruitment, development, performance review, promotion, and retention.
8. Responsible for management and supervision of the Nursing Division employees.
9. Develop and maintain an environment conducive to the teaching and learning process.
10. Update and maintain curriculum in nursing to meet industry standards. Update and maintain course syllabi as needed. Work with various faculty for the development and implementation of the curriculum.
11. Develop and maintain appropriate assessment mechanisms.
12. Develop, implement, evaluate, and update policies for student admission, progression, retention, and graduation in keeping with the policies of Sitting Bull College.
13. Prepare and teach courses in the nursing area.
14. Promote and recruit students for the nursing program and for Sitting Bull College.
15. Counsel and advise students enrolled in the nursing program. Maintain advisee file for each student.
16. Evaluate student performance and assign appropriate grades. Participate in student assessment activities.

17. Maintain various reports such as attendance, grades, and other reports as required by administration.
18. Establish and monitor a work-based/practical learning plan for each student enrolled in the program(capstone). This would include the following: a) set up objectives for the work experience; b) locate the job site and supervisor; c) facilitate cooperative agreements with the practice sites; d) relate objectives to the work site supervisor and student; e) verification of hours completed by student.
19. Establish and hold program advisory committee meetings.
20. Participate in activities that facilitate maintaining the faculty member's own nursing competence and professional expertise
21. Must communicate effectively with others.
22. Other duties as assigned by the Dean of Academics.
23. Provide friendly, helpful customer service to students, clients and visitors.
24. Attend all scheduled college functions and meetings as required.
25. Serve on college committees as appointed.
26. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events)

**QUALIFICATIONS:**

1. Master's degree in Nursing required.
2. Hold an unencumbered active license to practice as a Registered Nurse in North Dakota.
3. Must be eligible for State Vocational Education certification in North Dakota.
4. Minimum of five years of experience in the medical industry.
5. Teaching experience preferred.
6. Have knowledge and experience working with federal and tribal programs.

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**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.**