



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

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Closing Date: May 12, 2023
POSITION TITLE: President
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: President (Exempt)
SUPERVISION: Board of Trustees

SUMMARY OF WORK:

The President is the Chief Executive Officer of the College and carries out its programs and exercises its policies as well as ensuring that the College's strategic plan and operations are consistent with its mission, purpose, objectives and core values; and in compliance with tribal, state and Federal laws, regulations and accreditation guidelines. Within the framework of policies adopted by the Board of Trustees (BOT), the President shall exercise discretionary authority in carrying out responsibilities of the position.

DUTIES AND RESPONSIBILITIES:

1. Meets with the Board of Trustees (BOT) monthly to discuss the business affairs of the college.
 - a. Each month, assures the submission of program and attendance reports by the President, Vice President of Operations, Dean of Academics and Dean of Students.
 - b. Assures that quarterly reports for each Sitting Bull College funded grant program are submitted.
 - c. Assure that quarterly reports for each Sitting Bull College general fund program and business entity are submitted.
 - d. Submits monthly travel reports to BOT.
2. Develop in conjunction with the BOT, Administration, and Committee Chairs, a long-range strategic plan for the College. Once established and approved by BOT assure that a quarterly progress report is submitted quarterly to BOT.
3. Develops the agenda in concert with the chair of the board for each board meeting and to supply data and pertinent material to each member.
4. Develop, reviews, and implements policies as approved by the Board of Trustees.
5. Oversee submission of all major policy changes to the BOT for their approval.
6. Review pending or existing legislation at the tribal, state, and federal level that affects the College or that may provide assistance to the College if enacted and report the substance thereof to the BOT.
7. Signs in the name and on behalf of the college with Board of Trustee approval all contracts, deeds, and other legal documents made in the ordinary course of business.
8. Prepare and present to the BOT an annual report of the operation of the College, including recommendations for the immediate and long range development of the College.

9. Responsible to ensure that at least six months after the end of the fiscal year, an annual financial audit report is completed and presented to the Board of Trustees of all funds and assets belonging to the college and of all income and expenditures pertaining to its operations. Such reports shall reflect any and all investments, re-investments, and other changes in the securities held by the college.
10. Responsible to ensure, that an annual budget is submitted to the board in June for the operation of the college and any resultant budget modifications to follow.
11. Act as medium of communication between the Board, the Administration, faculty, students and any other college constituency and maintain unity among all.
12. Promote the general welfare and academic well being of the college by supervising the offices of the college, its departments and the student body.
13. Oversees the duties and functions of all employees of the college and directly supervises the Vice President of Operations along with other programs as deemed necessary.
14. To designate an administrative officer of the College to serve as acting President during any absence of the President.
15. Appoint employees to serve on any college committee.
16. Performs, directs, or delegates fundraising activities for Sitting Bull College Reports will be provided to the Board of Trustees.
17. Provides an annual reports to the Standing Rock Tribal Council, as required.
18. Serves as a figure head with appropriate outside agencies such as accrediting agencies, affiliations, local, state and federal agencies, etc.
19. Meets with Tribal Council committees, state, federal or others when deemed necessary to handle the business affairs of the college.
20. Attends academic functions and represents the college to the public and other constituencies, if unavailable appoint a designee.
21. Required to attend all scheduled college functions and meetings, if unavailable appoint a designee.
22. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events.)
23. Provide friendly, helpful customer service to students, clients and visitors.
24. Perform other duties as assigned by Board of Trustees.

QUALIFICATIONS:

1. Doctorate degree in Education (PhD or EdD) preferred, other doctoral areas may be considered. Masters degree will be accepted, if all coursework is completed towards a PhD and are ABD. If hired individual will have one year to complete.
2. At least five years' experience at Administrative level in an accredited institution of higher learning or; at least three years or more as a ranked professor at the collegiate or university level preferred.
3. Evidence of scholarly activity, community involvement, financial responsibility, public relations.
4. Must have experience that demonstrates knowledge and understanding of Tribal, State and Federal policies in relation to higher education.



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The effective SBC president will understand and demonstrate strong competencies in the following areas:

1. Visionary Tribal Leadership – understanding of the governmental status, issues, needs and interests of federally-recognized Indian Nations, reservation-based and off reservation Native populations, and Native families; will have demonstrated leadership roles at state, regional and national levels to proactively address Native American issues.
2. Tribally-Controlled Education – understanding of the history of Native American education, Tribally-controlled education models, Tribal colleges and universities, and the place of Tribal education institutions in contemporary education cultures; will have demonstrated a high level of commitment and advocacy for Native American issues.
3. Learning Assessment – understanding the psychology of learning among contemporary Native American students, and the most effective methodologies of teaching and learning assessment among traditional and non-traditional Native American college students; familiarity with learning assessment methodologies for postsecondary academic programs and short-term workforce training; understanding the place of institutional metrics that show evidence of academic progress and achievement of workforce training objectives.
4. Workforce Development – understanding the development, planning, administration and evaluation of effective workforce training programs; familiarity with contemporary workforce trends and training resource opportunities.
5. Student Services Support – understanding of Tribal postsecondary processes from student recruiting and admissions to career guidance, retention, completion and placement; familiarity with other student services including housing, transportation, student health, campus safety and security, etc.
6. 1994 Land Grant Programs: familiarity with the history, program opportunities, funding and impacts related to Tribal college land grant programs.
7. Organizational Leadership & Management – understanding about intercollegiate management structures, committees, work groups and staffing; familiarity with personnel policies and procedures; ability to work positively with the Human Resources Office.
8. Communications Skills – understanding about communications skills: writing and speaking clearly and informatively, ability to make formal and informal presentations, ethical and appropriate use of technology and social media for communications purposes; understanding about maintaining and exercising confidentiality; demonstrating effective interpersonal skills to facilitate constructive and collegial human relationships.
9. Business Acumen – understanding about the timing and implications of business-related decisions; experience with budgeting processes and audits.
10. Problem-solving – ability to identify problems and challenges, and to use various methodologies to address these in a timely manner.
11. Data Analyses – understanding the value of data collection and analyses for decision-making purposes; familiarity with IPEDS, AIMS/AKIS, etc.
12. Facilities Management – familiarity with the development, planning, construction and maintenance of institutional facilities.
13. Strategic Planning – understanding about short-term and long-term strategic planning.

14. Research: understanding about the role and place of institutional research in seeking answers to questions relevant to the education of Native Americans; familiarity with research methodologies and the role of IRBs.
15. Marketing/Public Relations – understanding about the importance of institutional image, branding, marketing, public relations, social media, and recruiting.
16. Technology - familiarity with technology applications related to general administration, business management, communications, information sharing, and school safety.
17. Ethics – understanding about the value of exercising ethical behavior in professional roles; being able to maintain personnel confidentiality (including FERPA); commitment toward protecting institutional assets; representing the college with integrity.
18. Respect for Diversity – understanding about human, intercollegiate and corporate diversity.
19. Language & Culture – familiarity with the Lakota/Dakota Language and Culture.
20. Conflict Management – understanding about how to mediate conflicts toward constructive resolution.

NOMINATIONS AND INQUIRIES

To apply, candidates should prepare a thoughtful letter of interest addressing as appropriate the issues and desired qualifications stated above. Submission of official transcripts. Include also a current, long-form resume (it should show relevant administrative responsibilities and accomplishments) and the names, phone numbers, and email addresses of at least five references and the candidate's relationship to each reference.

References will be called at a later stage and only with the candidate's foreknowledge. Application materials should be submitted by **May 12, 2023**, to ensure full consideration from the Search Committee.

All information from and about candidates will be kept in strict confidence in perpetuity. Send materials as an e-mail attachment to: Elisabeth Hertel, Human Resources Director, elisabeth.hertel@sittingbull.edu.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug free. EEO/AA/M/F/D/V Employer