



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

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

701.854.8000

## EMPLOYMENT OPPORTUNITIES

\*\*\*\*\*

**Closing Date:** Until Filled  
**POSITION TITLE:** Social Work Instructor/Program Director  
Instructor (70% FTE)/Program Director (30% FTE)  
**LOCATION:** Sitting Bull College  
Fort Yates, ND  
**SALARY:** Faculty, Master's Level (Exempt) DOE  
Faculty, PhD's Level (Exempt) DOE  
**SUPERVISION:** Dean of Academics

### SUMMARY OF WORK:

Responsible for providing instruction, program leadership and administration, development of curriculum, as well as formulation and implementation policies that support the education of competent social workers.

### DUTIES AND RESPONSIBILITIES:

1. Prepare and teach social work courses.
2. Promote and recruit students for the social work programs.
3. Maintain various reports including attendance and grades, as required by administration.
4. Assess and evaluate student performance at mid-term and end semester assigning appropriate grades.
5. Participate in student assessment activities and provide assessment information to the SBC assessment committee.
6. Coordinate, interview, and admit applications to the social work program.
7. Counsel and advise students enrolled in the social work program. Maintain advisee file for each student.
8. Develop, updated, and maintain social work course content, curriculum, activities, and development of the social work program to meet industry standards.
9. Evaluate, maintain, and ensure the social work program meets the accreditation standards of the Council on Social Work Education (CSWE).
10. Report and transmit documentation and information related to the social work program to the Dean of Academics and Vice President of Operations.
11. Complete program reviews per established five year schedule.
12. Complete yearly program and faculty assessments.
13. Update and maintain course syllabi as needed.
14. Maintain inventory of department equipment.
15. Establish, schedule, and hold program advisory committee meetings and other meetings related to the social work program.
16. Developing and overseeing budget and expenditures of the social work program in collaboration with the Dean of Academics.
17. Must communicate effectively with others.
18. Provide friendly, helpful customer service to students, clients and visitors.

19. Attend all scheduled college functions and meetings as required.
20. Serve on college committees as appointed.
21. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events.)
22. Other duties as assigned by the Dean of Academics.

**QUALIFICATIONS:**

1. Ph.D. degree in Social Services area preferred, Master's degree in Social Work required.
2. Minimum of five years' experience in social work area.
3. Teaching experience preferred.
4. 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 \* 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**