



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:** Teaching Facilitator  
**LOCATION:** Sitting Bull College  
Fort Yates, ND 58538  
**SALARY:** Faculty Bachelors Level (Exempt DOE)  
Faculty Master's Level (Exempt DOE)  
**SUPERVISION:** Academic Dean

**SUMMARY OF WORK:** Sitting Bull College seeks a Teaching Facilitator who will support the institution's mission by supporting specifically assigned faculty with the implementation and development of their instructional practices and strategies while providing direct and indirect support with the organization, set up, and delivery of course-specific instructional content. The facilitator will assist the assigned faculty with developmental (remedial) courses and selected general education courses. This position is responsible for strengthening students' foundational skills in math, reading, writing, and study strategies while fostering student success, retention, and cultural responsiveness. The role promotes a supportive learning environment that honors Tribal values, community, and student persistence.

### DUTIES AND RESPONSIBILITIES:

1. Supports learner interaction with course content with a focus on remedial/developmental courses in areas such as mathematics, English, reading, and college success skills.
2. Assist faculty with instruction and student support in designated general education courses.
3. Maintain various reports such as attendance, grades, and other reports as required by administration.
4. Assist selected faculty with evaluation of students' performance and assigns appropriate grades. Participate in student assessment activities.
5. Co-develop and deliver clear, engaging lessons that encourage active student participation and support diverse learning needs.
6. Offer supplemental instruction sessions, review workshops, and study skills support.
7. Provide individual and small-group tutoring to reinforce academic concepts.
8. Identify and refer students to campus resources including advising, counseling, disability services, and tutoring services.
9. Counsel and advise students on academic progress.
10. Participate in supplemental professional development workshops annually to support faculty and staff growth and enhance student success initiatives.
11. Test new incoming students with SBC diagnostic/placement exam and maintain database records.
12. Track remedial student statistics for assessment purposes.
13. Maintain office inventory.
14. Communicate effectively with others.

15. Provide friendly, helpful customer service to students, clients, and visitors.
16. Attend all scheduled college functions and meetings as required.
17. Serve on college committees as appointed.
18. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
19. Promote and recruit students for Sitting Bull College.
20. Other duties assigned by the Dean of Academics.

**QUALIFICATIONS:**

1. Bachelor's degree preferred in education or related field (master's degree preferred for teaching general education coursework, if applicable).
2. Experience teaching or tutoring developmental/remedial courses preferred.
3. Proficiency with instructional technology and learning management systems.
4. Have willingness to work with/or 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.**