



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:** Veterinary Science Program Director and Instructor  
**Location:** Sitting Bull College  
Fort Yates, ND  
**Salary:** Faculty, Doctorate Level (Exempt)  
**Supervision:** Dean of Academics

### Summary of Work:

Sitting Bull College is seeking a dynamic veterinarian to provide instruction and oversight of veterinary responsibilities for its new Veterinary Science Associate of Applied Science degree program. The Division of Veterinary Science is directly under the supervision of the Dean of Academics. The Director of Veterinary Science is responsible for organizing and overseeing the work of the Division of Veterinary Science, division personnel, as well as providing instruction and supervision of work experience activities of students enrolled in Veterinary program. This position is 0.25 FTE for administrative role and 0.75 FTE for faculty role.

### Duties and Responsibilities:

1. Instruction of students in the field of large animal and small animal medicine and surgery
2. Provide clinical and didactic instruction to veterinary assistant and technician students on the care and use of animals.
3. Responsible for providing veterinary clinical care and support for animal teaching activities.
4. Perform as the program director in ensuring that all veterinary clinical standards of care, laws, regulations, and guidelines related to animal care and use and biosafety/biosecurity are met.
5. Maintain relationships with external organizations involved in veterinary education.
6. Work with State, Federal, and Tribal agencies.
7. Prepare and submit a variety of reports to multiple agencies as indicated.
8. Oversee and administer the expenditures and budget for the Veterinary Division within the guidelines of Sitting Bull College, pertinent grants and other sources for the budget.
9. Organize and supervise the work of the division.
10. Facilitate faculty recruitment, development, performance review, promotion, and retention.
11. Responsible for management and supervision of the Veterinary Division employees.
12. Maintain inventory of laboratory equipment.
13. Counsel and advise students enrolled in the veterinary program. Maintain advisee file for each student.
14. Evaluate student performance and assign appropriate grades. Participate in student assessment activities.
15. Maintain various reports such as attendance, grades, and other reports as required by administration.

16. Establish and monitor a work-based/practical learning plan for each student enrolled in the program. 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.
17. Establish and hold program advisory committee meetings.
18. Participate in activities that facilitate maintaining the faculty member's own veterinary competence and professional expertise to remain current in the field of Veterinary Medicine,
19. Develop, implement, evaluate, and update policies and handbooks for student admission, progression, retention, and graduation in keeping with the policies of Sitting Bull College.
20. Provides training on animal handling and animal biosafety level practices and procedures as required.
21. Maintain animal care documents and other records in a manner ensuring compliance with applicable federal, state, and local regulations.
22. Establish and implement effective quality control systems for animal husbandry practices; revise techniques and procedures as required to obtain optimal standards; assist in SOP and policy development.
23. Update and maintain curriculum and program policies of the Veterinary Assistant and Veterinary Technician Certificate Programs to meet respective accreditation standards of the National Association of Veterinary Technicians of America (NAVTA) and the Committee on Veterinary Technician Education and Activities (CVTEA).
24. Provide friendly, helpful customer service to students, clients, and visitors,
25. Attend all scheduled college functions and meetings as required;
26. Serve on college committees as appointed.
27. Perform other essential job functions as assigned by the Dean of Academics.

Qualifications:

1. DVM from an AVMA accredited College of Veterinary Medicine
2. Minimum of 5 years of experience as a veterinarian.
3. Experience with large and small animal species.
4. Active/current state veterinary license.
5. Teaching experience preferred.
6. Knowledge of the Certified Veterinary Technician's role in the veterinary profession.
7. Experience working with Certified Veterinary Technicians in a clinical, research, and/or academic setting preferred.
8. Knowledgeable and experience working with federal and tribal programs.

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



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**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**