



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: May 15, 2026
POSITION TITLE: Vice President of Operations
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Administrator (Exempt)
SUPERVISION: SBC President

Position Summary

The Vice President of Operations serves as a senior executive leader responsible for supporting the President in implementing the mission, vision, and policies of Sitting Bull College. This role provides strategic oversight of academic, administrative, financial, and operational functions, ensuring institutional effectiveness, compliance, and continuous improvement across all departments.

Key Responsibilities

Executive Leadership & Administration

- Serve on behalf of the President in their absence.
- Advise the President on matters related to institutional operations and departmental performance.
- Provide leadership and direct supervision to senior administrators, including:
 - Dean of Academics
 - Dean of Student Services
 - IT
 - Comptroller
 - Human Resources Director
 - Institutional Data Coordinator
 - Campus Security
 - Continuing Education Coordinator
 - Division of Agriculture
 - Maintenance Director
 - Bookstore Operations
 - SBC Construction Company
- Chair the Governance Committee and serve on institutional committees as assigned.
- Oversee all college committees to ensure alignment with institutional goals.
- Ensure effective supervision, mentoring, and evaluation of assigned personnel.

Operations & Institutional Oversight

- Direct and oversee the operation, maintenance, and development of all college facilities and property.
- Lead the annual review and revision of institutional policies and procedures.
- Submit monthly operational reports to the Board of Trustees.
- Represent the College at professional and educational meetings and communicate key developments.
- Serve as liaison for accreditation with the Higher Learning Commission.
- Act as Title IX and Civil Rights Coordinator for students.
- Provide oversight of institutional assessment, curriculum development, and enrollment management strategies.
- Ensure accuracy and timeliness of content on the College's website.
- Oversee planning and execution of all construction and capital improvement projects.

Financial & Business Operations

- Lead the development and monitoring of the College's annual general fund budget as approved by the Board of Trustees.
- Oversee auxiliary enterprise budgets, including the College Bookstore and SBC Construction Company.
- Ensure proper management and safeguarding of institutional financial assets, including endowment and scholarship funds.
- Prepare and present financial reports to the Board of Trustees and Executive Committee.
- Provide oversight and guidance on all grants and contracts, ensuring compliance with applicable policies and regulations.
- Ensure timely and accurate submission of financial reports to funding agencies.
- Oversee federal fund drawdowns and ensure compliance with all requirements.
- Monitor indirect cost budgets and coordinate submission of the indirect cost proposal every five years.
- Coordinate and support the annual financial audit process.

Community Engagement & Institutional Representation

- Promote a culture of excellent customer service for students, staff, and visitors.
- Participate in college functions, meetings, and community events.
- Support and engage in student activities, cultural events, and community initiatives.
- Actively promote and recruit prospective students for Sitting Bull College.

Core Competencies

- Demonstrated leadership and administrative experience in higher education or a related field.
- Strong knowledge of federal, state, and tribal grant application processes.
- Strong knowledge of financial management, budgeting, and grant administration.
- Familiarity with accreditation processes and regulatory compliance (including Title IX).
- Excellent communication, interpersonal, and organizational skills.
- Ability to manage multiple departments and complex operations effectively.



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- Commitment to student success, community engagement, and institutional mission.

Additional Expectations

- Maintain effective communication with all stakeholders.
- Attend all required meetings and institutional functions.
- Perform other duties as assigned by the President.

Other Qualifications:

1. PhD degree in Education or Business. Master's required with completion of PhD within two years.
2. Minimum of three (3) year teaching experience required.

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: Letter of Intent, 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.