



Nueta Hidatsa Sahnish College College

Position Announcement

POSITION: Math Instructor

CLASSIFICATION: Regular, Full-Time

DEPARTMENT: Academics

FLSA STATUS: Exempt

ACCOUNTABLE TO: Vice President of Academic Affairs

PAY RANGE: Negotiable

LOCATION: New Town, ND Campus

CLOSING DATE: Until Filled

Nueta Hidatsa Sahnish College (“NHSC”) is committed to providing quality cultural, academic and vocational education and services to the Mandan, Hidatsa and Arikara Nation; and our staff members strive to maintain high standards of honesty, integrity, impartiality, professional courtesy and consideration for each other, our students and our community.

POSITION SUMMARY: Responsible for college-level math instruction, including 4 classes per semester, up to 12 Credit Hours. Instructor will eventually assume the department chairperson’s duties including program review, curriculum development, and adjunct supervision.

ESSENTIAL JOB FUNCTIONS:

- **Teaching:** Will primarily teach college level Mathematics courses, leading to an AA degree or fulfilling core requirements; design, prepare, present and evaluate courses in Mathematics; provide individual student evaluation.
- **Curriculum Development:** Actively participate in curriculum development, including planning, budgeting and assessment processes for Academics Department; actively engage in research and special projects, as assigned.
- **Community Involvement:** Actively participate in departmental, college and community programs in support of the NHSC Programs, including student recruitment.
- **Service:** Serve on various NHSC Committees; attend workshops, seminars and in-service programs.
- **Professionalism:** Comply with all NHSC policies, practices and regulations, including faculty and instructional policies under the direction of the VP of Academics.
- **Teamwork:** Perform all other duties as assigned by Supervisor and Administration.

JOB REQUIREMENTS:

Knowledge: Must have extensive knowledge of math principles, and practical experience teaching at the college level.

Skills: Must be able to effectively communicate orally and in writing; must possess computer skills relevant to classroom and educational administrative setting, including Word, Excel, PowerPoint and Jenzabar.

Abilities: Must be able to work collaboratively in an educational and classroom environment; perform assigned duties with minimal supervision; and establish effective working relationships with students, faculty, staff, and the Mandan, Hidatsa and Arikara community.

EDUCATION AND EXPERIENCE REQUIRED:

Minimum Qualifications: Master's Degree in Mathematics.

Preferred Qualifications: Experience with program review, student learning assessment, and at least two (2) years of teaching experience.

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, curriculum vitae, three (3) reference letters and salary requirements to:

Jeremy Lewis
Human Resources Director
Nueta Hidatsa Sahnish College
P.O. Box 490 / 220 8th Ave. N
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Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Employment Opportunity Employer