



Nueta Hidatsa Sahnish College

Position Description

POSITION: Vice President-Academics
DEPARTMENT: Academics
ACCOUNTABLE TO: President
LOCATION: New Town, ND Campus

CLASSIFICATION: Regular, Full-Time
FLSA STATUS: Exempt
PAY RANGE: DOQ
Open until filled

POSITION SUMMARY:

This position is responsible for administration of the academic and vocational education programs offered by Nueta Hidatsa Sahnish College ("NHSC"), with the goal of pursuing the NHSC Mission of providing quality Cultural, Academic and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation. The incumbent serves as administrative backup to President when absent; and is a member of the Administrative and Curriculum Committees.

DIRECT REPORTS:

Dean of Academics; Faculty (Full-Time, Adjunct and Vocational); Director, Adult Basic Education Program; Academic Grant Directors; Administrative Assistant

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Provides strong, dynamic academic and administrative leadership, fosters a collegial environment which encourages scholarship, teaching, and learning excellence
- Advocates and promotes quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a diverse tribal college environment
- Plans and publishes, in coordination with other administrators and faculty, the semester class schedules;
- Works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to students and to the community;
- Understands and promotes the role and use of technology in the instructional environment;
- Reviews grant opportunities and supports applications for new grants; oversees implementation of grants within the Academic Affairs area;
- Prepares, submits, and monitors the Academic Department's annual budget;
- Academic Oversight & Development: Provide leadership and direction to all academic and vocational programs, including curriculum development, program assessment, faculty and instructor development and evaluation, grant oversight, College and program accreditation and continuous improvement goals and timetables. Frequently interface with support functions [Business, Library, IT, HR] to assure alignment with academic and vocational program goals.
- Administration: Assure compliance with all academic and NHSC policies within the Academic Department; Through Dean of Academics, supervise faculty and instructors, including recruitment, retention, development and evaluation; Exercise delegated authority in areas of responsibility [e.g., grant compliance, Departmental budgeting].
- Strategic Planning: Provide leadership and direction to facilitate the success and growth of NHSC, assuring that academic and vocational programs meet the dynamic needs of the Tribal and general communities.
- Outreach: Seek the active participation of staff, students, parents, community and Tribal leaders in pursuing the NHSC Mission.
- Comply with all NHSC policies, practices and regulations.

- Perform all other duties as assigned by the President and Board of Directors.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Must have extensive knowledge of higher education administration, including accreditation requirements, public funding, organizational management, and pedagogical principles; Must have knowledge of, and sensitivity to, the Mandan, Hidatsa and Arikara cultures; knowledge and experience in Student Learning Outcome (SLO) design, development, implementation, and assessment; Knowledge of computers and computer applications that support management systems; Knowledge and experience in curriculum development and innovation; Knowledge of regulations and accreditation criteria that govern Tribal Colleges; Knowledge and experience in accreditation self-evaluation and service on an accreditation evaluation team.

Skills: Must possess excellent written, verbal and interpersonal communication skills; Must be able to multi-task, and address issues forthrightly, with tact and sensitivity to precedent.

Abilities: Must exhibit excellent leadership ability; Must be able to perform assigned duties with minimal supervision; Must be able to establish effective working relationships with students, faculty, staff, and the Tribal community.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualifications: Master's Degree, with academic background in education administration; At least five (5) years' experience as successful, education administrator.

Preferred Qualifications: Doctorate Degree, with academic background in education administration; At least ten (10) years' experience as a successful administrator [Vice President, Dean] at an accredited university or college, preferably at a Tribal College. Demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the college to meet accreditation standards;

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work Environment: The functions of this position are primarily performed in and out of office environment. Duties may require travel and exposure to training sites that can impose a risk of minor injury.

Physical Demands: While performing the functions of this position, the employee is required to speak, hear and see, including close vision at a computer terminal. The employee is often required to sit and use hands and fingers to handle, write or key stroke. The employee is occasionally required to stand, walk, climb and reach when addressing colleagues and constituents at various on and off-site locations.

[The foregoing physical demands and work environment are representative of those which must be met to perform the essential functions of this position; however, reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions of this position.]

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

Please forward completed NHSC application, cover letter, resume, and three (3) reference letters to:

Jeremy Lewis
Human Resources Coordinator
Nueta Hidatsa Sahnish College

P.O. Box 490 / 220 College Drive
New Town, ND 58763
(701) 627-8016
Fax: (701) 627-3609
jlewis@nhsc.edu

Applicant may also include a copy of degree of Indian blood if claiming Indian preference, and a DD-214 if claiming Veteran's preference.

Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Employment Opportunity Employer