



Nueta Hidatsa Sahnish College

Position Description

POSITION: Environmental Science Faculty/ Director of NSF Grant

CLASSIFICATION: Regular, Full-Time

DEPARTMENT: Academics

FLSA STATUS: Exempt

ACCOUNTABLE TO: VP of Academics & NSF Grant **PIPAY RANGE: DOQ**

LOCATION: New Town, ND Campus

Open until filled

POSITION SUMMARY:

This position is responsible for meeting the goals of the NSF Grant #1660578. The major goal of the grant is to enhance the Environmental Science degree program with culturally and/or locally relevant environmental and STEM issue concepts, cohort learning communities, student research, and examination of student success.

The position includes teaching upper division environmental science courses, offering locally relevant environmental symposia to the Fort Berthold segments with cohort students, recruiting and engaging students in a learning cohort, assisting students in STEM research and internships, guiding students on employment or graduate degrees after graduation from NHSC, and developing a research desing to examine the efficacy of the NHSC learning cohort model.

In addition, the position will organize and manage the STEM advisory board.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- **Student Recruitment, Retention and Completion:** Work with NHSC Academic Department Administrators and Student Services personnel to recruit MHA or other AI/AN students to the Environmental Science Degree. Coordinate programs to help students succeed in all areas of academic and professional development, seminars, career guidance, test taking skills, and time management
- **Student Career Placement:** Assist graduating students find local employment in the field they were trained and current students to complete successful internships while enrolled at NHSC.
- **Student Cohorts:** Follow policies set forth in the Fiscal Management and Grant Directed Program Policies & Procedures and recruit and accept students into cohorts. Work with students to ensure successful cohort activities and continuation in the cohort program.
- **Cohort Symposia and Research:** Work with environmental science cohort to provide symposia on locally related environmental issues at each of the Fort Berthold segments. Work with cohort students to devise and carry out research projects on local environmental issues.
- **Administrative Operations:** Submit all paperwork for the grant including student paperwork and purchasing. This will include working with financial aid also. Comply with NSF TCUP grant requirements by completing all required reports in a timely fashion, and following the budget regulations.
- **Academic Development:** Comply with all NHSC policies, practices, and regulations.
- Attend all scheduled college functions and meetings as required and serve on college committees as appointed, including Curriculum Committee.
- Perform all other duties as assigned by the VP of Academics.

Nueta Hidatsa Sahnish College will provide quality Cultural, Academic and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Must have formal qualifications in Environmental Science, or a related field; must be knowledgeable in Higher Education processes and procedures: must have knowledge of, and sensitivity to,

the Mandan, Hidatsa, and Arikara Cultures; must have the ability to follow specific NHSC and federal Grant regulations.

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; must have proficient computer skills in current software applications that include MS Office.

Abilities: Must be able to establish effective working relationships with students, faculty, staff, businesses and the Tribal community.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualifications: Master's Degree with experience in higher education in Environmental Science or closely related field.

Preferred Qualifications: Doctorate Degree in Environmental Science or closely related field with additional experience working with and recruiting students in higher education, especially at a Tribal College.

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:

Sidney Prospere
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
sprosp@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