



Fort Berthold Community College

Position Description

POSITION: Director of Native Studies

DEPARTMENT: NAS; Administration

ACCOUNTABLE TO: Vice President of Academics

LOCATION: New Town, ND Campus

CLASSIFICATION: Regular, Full-Time

FLSA STATUS: Exempt

PAY RANGE: \$00,000 - \$00,000

POSITION SUMMARY:

This position is responsible for the development and administration of the Native American Studies Department at Fort Berthold Community College ("FBCC"), with the goal of pursuing the FBCC Mission of providing quality Cultural, Academic and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation. Incumbent also serves as the principal FBCC liaison with the Tribal Council. The incumbent is a member of the Administrative, Curriculum, Student Services and Cultural Committees.

DIRECT REPORTS:

NAS Faculty [Full-Time and Adjunct]; On-Line Education Director; Admin. Assistant

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- **Academic Oversight & Development:** Provide leadership and direction to Native American Studies Program [leading to four-year degree in Native American Studies], 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 NAS program goals. Develop programs to celebrate and preserve Tribal culture [e.g., language preservation, story-telling, culture camp for youth, Elder histories].
- **Administration:** Assure compliance with all academic and FBCC policies within the NAS Department; 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 the NAS Department and FBCC, assuring that NAS 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 FBCC Mission.
- **Tribal Liaison:** Assure that FBCC Mission, programs, planning, goals and activities are aligned with Tribal expectations; Develop close working relationship with Tribal leaders and Council.
- Comply with all FBCC 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 Mandan, Hidatsa and Arikara cultures; Must have general knowledge of higher education administration, including accreditation requirements, public funding, and organizational management; Knowledge of other Native American cultures helpful.

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 be able to develop trusting relationships with Tribal community.

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 and staff.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualifications: Master's Degree in Native American Studies or Education; At least five (5) years' experience as successful, education administrator.

Preferred Qualifications: Doctorate Degree in Native American Studies or Education; At least ten (10) years' experience as a successful administrator [Vice President, Dean] at accredited university or college, preferably at a Native American Tribal College.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work Environment: The functions of this position are primarily performed in an office environment, although the position regularly requires the employee to speak in a classroom or conference setting, as well as outdoors. Occasional travel is required.

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, including outdoor historical sites.

[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.]

AGREED:

Employee Signature

Date