



## Nueta Hidatsa Sahnish College Position Announcement

<b>Job Title:</b>	Director of Career and Technical Education	
<b>Worksite:</b>	NHSC Campus – New Town, ND	<b>Department:</b> Academics
<b>Salary:</b>	DOE	<b>Supervisor:</b> VP of Academics
<b>Classification:</b>	Exempt Position	<b>Hours:</b> 35 + per week
<b>Opening:</b>	Fall 2018 – Fall 2021	<b>Closing:</b> Open Until Filled

### Position Summary:

The Director of CTE will organize and manage a CTE Advisory Board. Be responsible for keeping meeting minutes of the CTE Advisory Board. Hold monthly Career and Technical Education Department meetings. The Director of CTE will work with the NACTEP Project Director to ensure that the grant objectives are met in a timely fashion.

This position will oversee integration of state CTE standards into CTE Programs at NHSC and will work to provide students with quality out-of-classroom experiences prior to graduation including internship and on the job training experiences. The Director of CTE will work to promote persistence and completion rates in NHSC Career and Technical Education programs. This includes conducting regular needs analysis of curriculum, feasibility studies on potential vocational programs, and advising administration on the future direction of CTE at NHSC.

This position is responsible for overseeing the growth and success of Career and Technical Education programs at NHSC. This includes finding new strategies for: recruiting, building relationships with local entities for post graduate employment placement, internships, and employment tracking and placement post-graduation. This position will also work closely with employers to measure satisfaction of graduate performance, data collected will be used to guide CTE program assessment and review.

### Job Functions:

1. Work with NHSC vocational faculty to recruit MHA and AI/AN students to welding, carpentry/construction, certified nursing assistant, business administration, and entrepreneurship.
2. Work with CTE faculty to ensure complete attainment and recording of assessment of student learning, and report program review findings annually.
3. Complete regular community needs analyses specific to vocational programming at NHSC and follow up with accurate feasibility studies for any potential new programs.
4. Build relationships with community entities for program direction, employment, and internship placement.
5. Work with the NACTEP Program Director & CTE Faculty to increase success of vocational programs at NHSC.

6. Follow all Department of Education NACTEP guidelines as provided by the Federal Register.
7. Comply with all NHSC policies, practices, and regulations.
8. Perform all other duties as assigned by the VP of Academics.

### **Required Knowledge, Skills & Abilities:**

Must be knowledgeable of vocational trades; must have knowledge of, and sensitivity to, the Mandan, Hidatsa and Arikara cultures; must have the ability to follow specific grant federal regulations.

Must possess excellent written, verbal, and interpersonal communication skills; must be able to multi-task, and address issues forthrightly; must have proficient computer skills in current software applications that include MS Office.

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

### **Qualifications:**

Minimum Qualifications: Five years of industry experience, knowledge of industry standards of employment, ability to effectively network, plan, and implement goals and objectives.

Preferred Qualifications: Bachelor's Degree with experience in vocational trade programs in in the post-secondary setting; experience working assessment, program review, and making data-driven decisions.

### **Physical Demands & 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.

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.

### **Application Procedures:**

For further information about the position it is available from Human Resources at (701) 627-8016.

Interested applicants must submit a complete application. A complete application consists of a NHSC application form from NHSC web site [www.nhsc.edu](http://www.nhsc.edu) , cover letter, resume, and copies of transcripts and three letters of recommendation.

Applications must be complete to be considered. Preference will be given to Indian applicants and Veterans, but must be documented with proper forms in application. Applications can be mailed attention to:

Sidney Prospere, Director of Human Resources  
Nueta Hidatsa Sahnish College  
P. O. Box 490  
New Town, ND 58763

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