



Fort Berthold Community College

Job Description

POSITION: NAS Instructor

DEPARTMENT: Native American Studies

ACCOUNTABLE TO: NAS Director

Fort Berthold Community College ("FBCC") is committed to providing quality cultural, academic and vocational education and services to the Mandan, Hidatsa and Arikara Nation; 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 instruction in Native American Studies (NAS), with emphasis in research and media, and involving the teaching of 4 classes per semester [up to 15 Credit Hours]; Assist in extra-curricular student and community activities, such as FBCC Science/Culture Camp and student organizations; Participate in FBCC faculty committees and community outreach programs.

ESSENTIAL JOB FUNCTIONS:

- **Teaching:** Instructor will teach college level courses in Native American Studies, leading to BA or AA degree; Design, prepare, present and evaluate NAS courses; Provide individual student evaluation.
- **Curriculum Development:** Instructor will actively participate in NAS curriculum development, including planning, budgeting and assessment processes for NAS Department; Actively engage in research and special projects, as assigned. If teaching under full course load, instructor will develop courses to be taught the following semester for the BA or AA degree.
- **Technical Resource:** Instructor will serve as technical resource on Native American history and culture.
- **Community Involvement:** Instructor will actively participate in departmental, college and community programs in support of the FBCC NAS Programs.
- Instructor will serve on various FBCC Committees; Attend workshops, seminars and in-service programs.
- Instructor will comply with all FBCC policies, practices and regulations, including faculty and instructional policies promulgated by the VP of Academics.
- Instructor will perform all other duties as assigned by Supervisor and Administration.

JOB REQUIREMENTS:

Knowledge: Must have extensive knowledge and practical experience in Native American Studies and culture, general knowledge of the Fort Berthold Reservation, of the Mandan, Hidatsa and Arikara Nation, and of the teaching/learning process, education and distance learning.

Skills: Must be able to effectively communicate orally and in writing; must possess basic 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 Native American Studies or linguistics, with research emphasis or Education. [Native American Studies is an interdisciplinary field, therefore, other degrees may be considered]; Three (3) years of college-level teaching experience, or equivalent experience with Native American programs, BIA or tribal government.

Preferred Qualifications: Meet or exceed all minimum qualifications, plus five (5) years of college-level teaching experience, or equivalent experience with Native American programs, BIA or tribal government. Research background strongly preferred.