



## **Nueta Hidatsa Sahnish College**

### **Position Description**

**POSITION:** Computer Science Instructor

**CLASSIFICATION:** Regular, Full-Time

**DEPARTMENT:** Academics

**ACCOUNTABLE TO:** Vice President of Academics

**LOCATION:** New Town, ND Campus

**FLSA STATUS:** Exempt

**PAY RANGE:** DOQ

**Open until filled**

Nueta Hidatsa Sahnish College (“NHSC”) is committed to providing quality cultural, academic and vocational education and services to the Mandan, Hidatsa, and Arikara Nation; and 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:**

This position is responsible for college-level computer science instruction, including teaching 12-16 credits per semester, assisting in extra-curricular student and community activities, and participating in NHSC faculty committees and community outreach programs.

This position is also responsible for meeting the goals of the National Science Foundation Grant #HRD-1660578 along with the program director. The grant aims to recruit students into STEM programs, while supporting their education and mentoring them in STEM research. This position will be responsible for restoring and modifying the archived A.S. Computer Science degree via the Curriculum Committee, recruiting eligible students for the NSF grant program, creating a cohort environment for the computer science students, and assisting computer science students in STEM research.

#### **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:**

- **Program Development:** Re-design and update the archived AS Degree in Computer Science; design new courses applicable to updated degree plan
  - **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 Computer Science Degree.
  - **Student Cohorts:** Follow policies set forth in the Fiscal Management and Grant Directed Program Policies & Procedures and recruit students to participate in NSF grant and Computer Science cohort; hold weekly cohort meetings and coordinate cohort activities to improve student retention and completion
  - **Student Research:** Work with computer science students to carry out STEM research during the school year and during the summers
  - **Teaching and Assessment:** Teach college level Computer Science courses; design, prepare, and present and evaluate courses in Computer Science; provide individual student evaluation; participate in NHSC program review and student learning assessment as described in Faculty Handbook and Assessment Guide
  - **Academic Development:** Comply with all NHSC policies, practices, and regulations.
  - **Community Involvement:** Actively participate in department, college, and community programs in support of NHSC programs
  - 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 and described in the Faculty Handbook
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### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

**Knowledge:** Must have formal qualifications in the area of Computer Science, or 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 in, or relating to the field of Computer Science with experience in higher education.

**Preferred Qualifications:** Doctorate Degree in, or relating to the field of Computer Science, with additional experience teaching and recruiting students in higher education, especially in a tribal community

### **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](http://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) 627-8075  
[sprosp@nhsc.edu](mailto: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*