



# Nueta Hidatsa Sahnish College

## Position Description

**POSITION:** Engineering Faculty  
**DEPARTMENT:** Academics  
**ACCOUNTABLE TO:** VP Academics  
**LOCATION:** New Town, ND Campus

**CLASSIFICATION:** Full-Time  
**FLSA STATUS:** Exempt  
**PAY RANGE:** DOE

Nueta Hidatsa Sahnish College (“NHSC”) is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

### POSITION SUMMARY:

Responsible for assisting the director with the Nueta Hidatsa Sahnish College (NHSC) Full-Circle Engineering Center of Excellence: Meeting the Engineering needs of the MHA Nation (TEA Center) Grant, department head of the Pre-Engineering program, and college-level math/pre-engineering instruction. Additional responsibilities include recruiting and mentoring students and departmental program reviews, curriculum development along with adjunct supervision.

### ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Manage, coordinate and update technological and distance education needs for TEA center grant
- Seek and assist with additional grant funding
- Prepare and teach two courses in pre-engineering program
- Coordinate tutoring services, promote and recruit students
- Maintain various reports such as attendance, grades, and other reports as required by administration
- Evaluate student performance and conduct student assessment activities
- Update and maintain curriculum in the Pre-Engineering area to meet transferability to four-year program and/or industry standards. Update and maintain course syllabi as needed
- Provide friendly, helpful customer service to students, clients and visitors.
- Attend all scheduled college functions and meetings as required.
- Serve on college committees as appointed.
- Advise/support student STEM clubs (i.e; AISES, Sunday Academy, AIHEC)
- Participate within NHSC STEM awareness activities
- Create project management courses to facilitate service bases learning community projects
- Create job shadowing opportunities for students
- Place students in engineering internships
- Build student cohorts
- Conduct industry tours for students

- Plan community projects with MHA Nation
- Place students in job shadowing opportunities
- Provide consulting projects for MHA nation and/or NHSC with students
- Dissemination of information at a minimum of two conferences
- Conduct community service-based projects with students
- Other duties as assigned by the Vice President of Academics

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

**Knowledge:** Must have extensive knowledge of engineering and mathematics principles, and practical experience teaching at the college level.

**Skills:** Must possess excellent written, verbal and interpersonal communication skills; must be able multi-task and address issues forthrightly, with tact and sensitivity to precedent; must possess computer skills relevant to classroom and educational administrative setting, including Word, Excel, PowerPoint and LMS Systems.

**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, staff and outside agencies.

### **REQUIRED EDUCATION & EXPERIENCE:**

**Minimum Qualification:** Advanced degree in Engineering from an accredited engineering program with at least two (2) years' experience program administration (non-teaching) or professional engineering experience. Bachelor's in engineering or master's in mathematics (teaching).

**Preferred Qualifications:** B.S. in Engineering and master's degree or Ph.D. in engineering, mathematics or related discipline; At least five (5) years' experience teaching, program administration, and/or professional engineering experience.

Applications are available on-line at [www.nhsc.edu](http://www.nhsc.edu)

Please forward completed NHSC application, curriculum vitae, and three (3) references to:

Sidney Prospere  
 Human Resources Director  
 Nueta Hidatsa Sahnish College  
 PO BOX 490 / 220 College Dr.  
 New Town, ND 58763  
[sprosp@nhsc.edu](mailto:sprosp@nhsc.edu)

*Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Opportunity Employer*