

Nueta Hidatsa Sahnish College

**Position Description**

**POSITION: Engineering Faculty CLASSIFICATION: Full-Time**

**DEPARTMENT: Academics FLSA STATUS: Exempt**

**ACOUNTABLE TO: VP Academics PAY RANGE: $68,000 - $75,000**

**LOCATION: New Town, ND Campus**

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 301 College Dr.

New Town, ND 58763

humanresources@nhsc.edu

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