



Nueta Hidatsa Sahnish College

Position Description

POSITION: Director of Native Studies

CLASSIFICATION: Full-Time

DEPARTMENT: Academics

FLSA STATUS: Exempt

ACCOUNTABLE To: Vice President of Academics

PAY RANGE: DOE

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

This position is responsible for the development and administration of the Native American Studies Department at Nueta Hidatsa Sahnish College ("NHSC"), with the goal of pursuing the NHSC Mission of providing quality Cultural, Academic and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation. Incumbent also serves as the principal NHSC liaison with the Tribal Council. The incumbent is a member of the administrative, curriculum, student services and cultural committees.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- **Academic Oversight & Development:** Provide leadership and direction to Native American Studies Program leading to four-year degree in Native American Studies, including curriculum development, program assessment, faculty and instructor development and evaluation, grant oversight, College and program accreditation and continuous improvement goals and timetables. Frequently interface with support functions (Business Office, Library, I.T., HR) to assure alignment with NAS program goals. Develop programs to celebrate and preserve Tribal culture e.g., language preservation, storytelling, culture camp for youth, elder histories.
- **Administration:** Assure compliance with all academic and NHSC policies within the NAS Department; Exercise delegated authority in areas of responsibility e.g., grant compliance, Departmental budgeting.
- **Strategic Planning:** Provide leadership and direction to facilitate the success and growth of the NAS Department and NHSC, assuring that NAS programs meet the dynamic needs of the Tribal and general communities.
- **Outreach:** Seek the active participation of staff, students, parents, community and Tribal leaders in pursuing the NHSC Mission.

- **Tribal Liaison:** Assure that NHSC Mission, programs, planning, goals and activities are aligned with Tribal expectations; Develop close working relationship with Tribal leaders and Council.
- Comply with all NHSC policies, practices and regulations.
- Perform all other duties as assigned by the President and Board of Directors.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Must have extensive knowledge of Mandan, Hidatsa and Arikara cultures; Must have general knowledge of higher education administration, including accreditation requirements, public funding, and organizational management; Knowledge of other Native American cultures helpful.

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 be able to develop trusting relationships with Tribal community.

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 and staff.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualifications: Master's Degree in Native American Studies or Education; At least five (5) years' experience as successful, education administrator.

Preferred Qualifications: Doctorate Degree in Native American Studies or Education; At least ten (10) years' experience as a successful administrator Vice President, Dean at accredited university or college, preferably at a Native American Tribal College.

Applications are available on-line at 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
sprosp@nhsc.edu

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

