



Nueta Hidatsa Sahnish College

Position Description

POSITION: Business Instructor
DEPARTMENT: Academics
ACCOUNTABLE TO: Vice President of Academics
LOCATION: New Town, ND Campus

CLASSIFICATION: Full-Time
FLSA STATUS: Exempt
PAY RANGE: \$50,000 - \$56,000

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

POSITION SUMMARY: Responsible for college-level Business instruction, including up to 4 classes per semester or 12 Credit Hours; Assist in extra-curricular student and community activities; Participate in NHSC faculty committees and community outreach programs.

ESSENTIAL JOB FUNCTIONS:

Teaching:

- Responsible for teaching higher education courses per semester in Business. Exact courses to be determined by the Business Department Chairperson.
- Instruction of students in accordance with the schedule determined by Business Department Chairperson and in furthering the best interest of the students. This comprises a minimum of thirty-five (35) hours per week on instruction and office time.
- Design, prepare, present and evaluate courses in business; provide individual student evaluation.
- The position includes the possibility of teaching over an interactive video network, online courses, and/or divisional administrative duties.
- Maintenance of class attendance records and grades for students in enrolled courses.
- May be required to cross teach in other classes.

Curriculum Development & Assessment:

- Actively participate in curriculum development, including planning, budgeting and assessment processes for Academics Department
- Actively engage in research and special projects, as assigned.
- Revise and update program curriculum, keeping course syllabus current on an annual basis and on file.
- Participate in the assessment and planning of business programs, serve on committees, perform division and university activities, participate in professional development, and provide service to the overall university and business communities.

Community Involvement:

- Actively participate in departmental, college and community programs in support of the NHSC programs, including student recruitment.
- Recognize the College's involvement in the community and accept community groups' speaking assignments, participate as a judge for various community events, and serve the community as a consultant in development of civic projects.

Advisor:

- Serve as student advisor in accordance with standard academic advisement policy.
- Assist in recruiting and advising a diverse student population for the business department.

Service:

- Serve on committees of the College in keeping with abilities and interests.
- Attend workshops, seminars and in-service programs related to betterment of job performance

Professionalism:

- Comply with all NHSC policies, practices and regulations, including faculty and instructional policies under the direction of the Vice President of Academic.
- Perform all other duties as assigned by Supervisor and Vice President of Academics.

Research:

- Conduct interdisciplinary collaborative research and/or teaching as needed by the College.
- Provide data, as needed, regarding student performance in assigned courses.

JOB REQUIREMENTS:

Knowledge: Must have extensive knowledge of economics, some knowledge of accounting, and practical experience teaching at the college level.

Skills: Must be able to effectively communicate orally and in writing; must possess 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 Business or related field

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, resume, three (3) reference letters and salary requirements to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
P.O Box 490/ 301 College Drive
New Town, ND 58763
sprosp@nhsc.edu

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