



Nueta Hidatsa Sahnish College

Position Announcement

POSITION: Community Liaison

DEPARTMENT: Academics

ACCOUNTABLE TO: Academic Dean

LOCATION: Whiteshield/ Twin Buttes

CLASSIFICATION: Regular, Full-Time

FLSA STATUS: Exempt

PAY RANGE: Negotiable

CLOSING DATE: Until Filled

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

SUMMARY OF WORK: Responsible as the primary contact liaison between the Nueta Hidatsa Sahnish College and the community including NHSC students., Adult Education students, and Dual Credit students. The Liaison/Mentor is responsible to

- ensure that the Undergraduate, Adult Education, and Dual Credit student academic needs are met
- performs liaison work with all staff at the main campus in New Town including arranging for Distance delivered courses, or independent study instruction as approved by the Academic Dean.
- ensure the center is open for all classes, Tutoring Times, and posted office hours.
- attend community functions Monthly (minimum) such as community meetings and Athletic events to represent the College.
- Publish Monthly NHSC Colum in local Community website, Newsletter, School News.
- assist with recruitment of students for NHSC, Adult Education, and Dual Credit. Also recruiting High School students for Sunday Academies and Summer Science Camp

JOB CHARACTERISTICS:

Nature of Work: The position ensures successful operation and oversight of the NHSC learning site in the community.

Personal Contacts: Is in weekly contact with NHSC staff and faculty at the main campus in New Town. Provides daily contact to NHSC students within the community. The mentor/instructor is required to attend all mandatory curriculum committee meetings.

Supervision Received: Supervision by the Academic Dean

Supervision Given: Work-study Mentor Assistants, Tutors

Essential Functions: Position requires the opening and closing of the building and rooms for classes, tutoring sessions, meetings, etc. to occur. Able to determine students class needs each

semester and communicate needs to the Student's Advisor or Academic Dean. Assist NHSC College students with registration, orientation, degree plans, class requirements, tutors, distance learning information, computer lab access, books and financial aid information. Assist Adult Education students with Registration, Tutoring, Testing, and any other requests.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of the college operation from orientation through graduation.

Skills: This position requires well developed skills in written and oral communication.

Must be computer literate and able to utilize outlook; shared folders, calendars, and e-mail.

Mentor/Instructors must have good advising skills to assist students meet their academic needs.

Abilities: This position must be able to perform assigned duties with minimal supervision.

Must be able to establish effective working relationships with students, faculty, staff, and the general public and be a link between the Nueta, Hidatsa Sahnish College and the community.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. The position requires a Bachelor's Degree in any field of education.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs all assigned duties as requested by the Academic Dean.
- Manage the operation of the site by making sure all necessary equipment and needs are taken care of to ensure a safe environment consistent with a positive academic climate for student learning.
- Provide information about orientation, financial aid, degree plans, e-portfolios, classes, tutoring, special needs testing and student activities to the students and public.
- Maintain local records of the following:
 - a. Date and nature of telephone and personal contacts to the staff at the main campus.
 - b. Any community contacts and collaboration.
 - c. Student activities that occur locally and the collaboration with the main campus.
- Maintains confidentiality of student records and sensitive information.
- Deals tactfully and courteously with the public.
- Establishes and maintains effective working relationships with fellow employees, supervisor, and the public, especially local School Administrators, Teachers, and Counselors.
- Maintains weekly contact with supervisor and completes a monthly report the last Friday of each month and e-mails it to the supervisor including quantitative as well as qualitative information.
- Maintains time and attendance for themselves and all Community Students enrolled in College, GED, or Dual Credit.

- Maintains communication with faculty ensuring students and class needs are met.
- Provides arrangements through the Dean of Students for tutoring if students request assistance.
- Attends Student Affairs, Curriculum, and Staff meetings and updates other staff on information critical to his/her community.

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 Dr.
New Town, ND 58763
humanresources@nhsc.edu

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