



Nueta Hidatsa Sahnish College

Position Announcement

POSITION: English Instructor

CLASSIFICATION: Regular, Full-Time

DEPARTMENT: Academics

ACCOUNTABLE TO: Vice President of Academics

LOCATION: New Town, ND Campus

FLSA STATUS: Exempt

PAY RANGE: Negotiable

CLOSING DATE: Until Filled

Nueta Hidatsa Sahnish College is committed to providing quality cultural, academic and vocational education and services to the Mandan, Hidatsa, and Arikara Nation; and our staff members strive to maintain high standards of honesty, integrity, impartiality, professional courtesy and consideration for each other, our students and our community.

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

ESSENTIAL JOB FUNCTIONS:

- **Teaching:** Will primarily teach college level English courses, particularly writing and literature, leading to an AA degree or fulfilling core requirements; design, prepare, present and evaluate courses in English; provide individual student evaluation.
- **Curriculum Development:** Actively participate in curriculum development, including planning, budgeting and assessment processes for Academics Department; actively engage in research and special projects, as assigned.
- **Community Involvement:** Actively participate in departmental, college and community programs in support of the NHSC Programs, including student recruitment.
- **Service:** Serves on various NHSC Committees; attends workshops, seminars and in-service programs.
- **Professionalism:** Comply with all NHSC policies, practices and regulations, including faculty and instructional policies under the direction of the VP of Academics.
- **Teamwork:** Performs all other duties as assigned by Supervisor and Administration.

JOB REQUIREMENTS:

Knowledge: Must have extensive knowledge of English writing and literature, 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 settings, 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 English or related field.

Preferred Qualifications: At least two (2) years of teaching experience within the related field.

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

Please forward a completed NHSC application to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
301 College Dr.
New Town, ND 58763
humanresources@nhsc.edu