



## **Nueta Hidatsa Sahnish College**

### **Position Description**

**POSITION: Social Work Instructor**

**DEPARTMENT: Academics**

**ACCOUNTABLE TO: Vice President of Academics**

**LOCATION: New Town, ND Campus**

**CLASSIFICATION: Full-Time**

**FLSA STATUS: Exempt**

**PAY RANGE: DOE**

Nueta Hidatsa Sahnish College ("NHSC") 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 Social work 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 Social Work and Sociology classes leading to an AA degree or fulfilling core requirements; design, prepare, present and evaluate courses in Social Work; 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:** Serve on various NHSC Committees; attend 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 Academic Affairs.
- **Teamwork:** Perform all other duties as assigned by Supervisor and Administration.

#### **JOB REQUIREMENTS**

**Knowledge:** Must have extensive knowledge of Social Work, and practical experience teaching at the college level.

**Skills:** Must be able to effectively communicate orally, advanced 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 Social Work or Sociology.

**Preferred Qualifications:** Master's Degree in Social Work or Sociology, with at least two (2) years of teaching experience.

Applications are available on-line at [www.nhsc.edu](http://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 / 220 8<sup>th</sup> Ave. N New Town, ND 58763  
[sprosp@nhsc.edu](mailto:sprosp@nhsc.edu)

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

