



Nueta Hidatsa Sahnish College

Position Description

POSITION: Engineering Faculty

DEPARTMENT: Academics

ACCOUNTABLE TO: VP Academics

LOCATION: New Town, ND Campus

CLASSIFICATION: Full-Time

FLSA STATUS: Exempt

PAY RANGE: \$68,000 - \$75,000

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

POSITION SUMMARY:

Responsible for assisting the director with the Nueta Hidatsa Sahnish College (NHSC) Full-Circle Engineering Center of Excellence: Meeting the Engineering needs of the MHA Nation (TEA Center) Grant, department head of the Pre-Engineering program, and college-level math/pre-engineering instruction. Additional responsibilities include recruiting and mentoring students and departmental program reviews, curriculum development along with adjunct supervision.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Manage, coordinate and update technological and distance education needs for TEA center grant
- Seek and assist with additional grant funding
- Prepare and teach two courses in pre-engineering program
- Coordinate tutoring services, promote and recruit students
- Maintain various reports such as attendance, grades, and other reports as required by administration
- Evaluate student performance and conduct student assessment activities
- Update and maintain curriculum in the Pre-Engineering area to meet transferability to four-year program and/or industry standards. Update and maintain course syllabi as needed
- Provide friendly, helpful customer service to students, clients and visitors.
- Attend all scheduled college functions and meetings as required.
- Serve on college committees as appointed.
- Advise/support student STEM clubs (i.e; AISES, Sunday Academy, AIHEC)
- Participate within NHSC STEM awareness activities
- Create project management courses to facilitate service bases learning community projects
- Create job shadowing opportunities for students
- Place students in engineering internships
- Build student cohorts
- Conduct industry tours for students

- Plan community projects with MHA Nation
- Place students in job shadowing opportunities
- Provide consulting projects for MHA nation and/or NHSC with students
- Dissemination of information at a minimum of two conferences
- Conduct community service-based projects with students
- Other duties as assigned by the Vice President of Academics

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Must have extensive knowledge of engineering and mathematics principles, and practical experience teaching at the college level.

Skills: Must possess excellent written, verbal and interpersonal communication skills; must be able multi-task and address issues forthrightly, with tact and sensitivity to precedent; must possess computer skills relevant to classroom and educational administrative setting, including Word, Excel, PowerPoint and LMS Systems.

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, staff and outside agencies.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualification: Advanced degree in Engineering from an accredited engineering program with at least two (2) years' experience program administration (non-teaching) or professional engineering experience. Bachelor's in engineering or master's in mathematics (teaching).

Preferred Qualifications: B.S. in Engineering and master's degree or Ph.D. in engineering, mathematics or related discipline; At least five (5) years' experience teaching, program administration, and/or professional engineering experience.

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
humanresources@nhsc.edu

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