



Nueta Hidatsa Sahnish College

Job Description

POSITION: Business Instructor (10month)

DEPARTMENT: Academics

LOCATION: New Town, ND Campus

OPENING & CLOSING DATE: June 9, 2025 – Open Until Filled

CLASSIFICATION: Full-Time

FLSA STATUS: Exempt

PAY RANGE: DOE

Nueta Hidatsa Sahnish College (“NHSC”) strives to provide a unique educational community founded in culture and spirituality that nurtures holistic student success. Since 1973, our staff has championed the role of higher education to enrich the lives of MHA Tribal members.

POSITION SUMMARY:

Responsible for college-level Business instruction, including up to 15 credit hours a semester; Assist in extra-curricular student and community activities; Participate in NHSC faculty committees and community outreach programs.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Responsible for teaching higher education courses per semester in Business. Exact courses need to be determined by the Business Department Chairperson.
- Instruction of students in accordance with the schedule determined by the Business Department chairperson and in furthering the best interest of the students.
- 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 duty.
- Maintenance of class attendance records and grades for students in enrolled courses.
- May be required to cross teach in other classes.
- Actively participate in curriculum development, including planning, budgeting and assessment processes for Academic department.
- Serve as a student advisor in accordance with standard academic advisement policy.
- 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.
- 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 in various community events, and serve the community as a consultant in development of civic projects.
- Serve as student advisor in accordance with standard academic advisement policy.
- Assist in recruiting and advising a diverse student population for the business department.
- Serve on committees of the College in keeping with abilities and interest.
- Attend workshops, seminars and in-service programs related to betterment of job performance.
- Comply with all NHSC policies, practices and regulations, including faculty and instructional policies under the direction of the Vice President of Academics.
- Conduct interdisciplinary collaborative research and/or teaching as needed by the College.
- Provide data, as needed, regarding student performance in assigned courses.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

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

Skills: Must be able to effectively communicate orally 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, Arikara community.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualification: Master's degree in business administration, Management, or a closely related field. Demonstrate teaching experience, preferably at the post-secondary level. Excellent communication, organization, and interpersonal skills. Ability to integrate technology into instruction and learning.

Preferred Qualifications: Doctorate in Business or related field. Industry experience in business or entrepreneurship.

Applications are available online at www.nhsc.edu

Please forward completed applications along with required documents to:

Human Resources Department
Nueta Hidatsa Sahnish College
PO Box 490
301 College Drive
New Town, ND 58763
Email: humanresources@nhsc.edu
Phone: (701) 627-8090

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