



Nueta Hidatsa Sahnish College

Job Description

POSITION: Pre-Engineering Department Chair

DEPARTMENT: Academics

LOCATION: New Town, ND Campus

OPENING & CLOSING DATE: April 27, 2026 – 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:

As the chief academic and administrative officer of the Pre-Engineering Department, the Chair is responsible for oversight of its academic program as well as management of external partnerships and grant-funded activities. Responsibilities include recruiting and advising students, curriculum development, program evaluation, course instruction, and supervision of faculty and adjunct instructors. The Chair also currently serves as the Director of the Nueta Hidatsa Sahnish College Full-Circle Engineering Center of Excellence, an NSF-funded TEA Center.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Create course schedules, hire & manage adjuncts, procure and maintain inventory of department supplies/equipment to facilitate instruction, and create a yearly budget.
- Ensure various reports, such as attendance and grades, as required by the administration, are kept for all courses.
- Assist the Dean of Academics in the evaluation of faculty and courses.
- Evaluate student performance and conduct student assessment activities.
- Maintain records and prepare program reviews as required by the NHSC departmental review schedule.
- Update and maintain pre-engineering curriculum to facilitate transferability to four-year programs at partner institutions and meet industry standards. Update and maintain course syllabi and the Pre-Engineering Associate of Science degree plan as needed.
- Ensure proper maintenance of and provisioning of supplies for engineering laboratory equipment and facilities, including its 3D printing capabilities.
- Prepare and teach 2 courses in the pre-engineering program and hold student office hours.
- Conduct department outreach and recruit students.
- Oversight of the pre-engineering student cohort, including maintaining student code of conduct, setting communication and academic performance expectations, and administering any performance-based student stipends.
- Connect students with opportunities for extracurricular enrichment, including internships, industry tours, and participation in academic conferences.
- Advise/support student STEM clubs (i.e. AISES, Sunday Academy, AIHEC) or NHSC STEM Awareness activities.
- Attend all scheduled college functions and meetings as required, including serving on college committees as appointed.
- Management of the TEA Center grant, including oversight of expenditures, directing Center activities, and completing annual reports for NSF.
- Develop community service-based projects to meet TEA Center objectives.
- Seek and assist with procuring additional grant funding for the department.
- Other duties required as required by the Faculty Handbook or 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 to multitask and address issues forthrightly, with tact and sensitivity to precedent; must possess computer skills relevant to classroom and educational administrative settings, 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 in program administration (non-teaching) or professional engineering experience. Master's degree in engineering or mathematics (teaching).

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

Applications are available online at www.nhsc.edu

Please forward the completed NHSC application, curriculum vitae, and three (3) references to:

Alisha DeCoteau
Human Resources Director
Nueta Hidatsa Sahnish College
PO BOX 490 / 220 College Dr.
New Town, ND 58763
humanresources@nhsc.edu

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