

Aaniih Nakoda College, Harlem, Montana
Dean of Academic Affairs Position Description

The Dean of Academic Affairs is the chief academic officer for Aaniih Nakoda College. This position is responsible for ensuring that the College meets all accreditation academic standards and requirements. The Dean provides oversight of the academic curriculum and serves as the Chair of the Curriculum Committee. S/he is responsible for the supervision of all full-time faculty and adjunct faculty. This includes faculty recruitment, annual performance evaluations, curriculum assignments, committee assignments, developmental education, and other means of facilitating a successful academic environment. The Dean works closely with the faculty to revise, develop, and propose new academic programs, and course offerings. The Dean directs the assessment of academic programs and general education coursework. The Dean supervises the Library Director and the activities that serve the College and the Fort Belknap communities. S/he works closely with the Registrar to schedule courses, workshops, and other academic activities to ensure students and advisors are working together. The Dean also works with the Finance Department to effectively implement academic programs, academic activities, and to effectively guide advisors and faculty members. The Dean serves on the President's Executive Team and advises the College on all academic-related matters. This position also services as the principle investigator on academic grant funds projects for the College.

Requirements:

- Doctorate degree (earned) in a field of education closely related to this job description.
- Five years of experience in curriculum development.
- Five years of postsecondary teaching experience preferably at the tribal college.
- Familiarity with tribal colleges and universities.
- Knowledge of the Aaniin and Nakoda history and culture.
- Excellent writing skills, submit proof of writing.
- Excellent communication skills.
- Knowledge of accreditation standards and requirements.
- Five years of supervisory experience preferably in a postsecondary educational setting.
- Familiarity and experience working with federal grants projects.

Salary: Dependent upon job-related experience and will be negotiated.

Submit to apply:

- 1) Letter of Application; 2) Current Resume; 3) Official College Transcripts; 4) 3 current letters of recommendations. Please have letters of recommendation correlate with the job you are applying for.
- Send application to Aaniih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information contact mbrockie@ancollege.edu or call 406-353-2607. Open until filled.

Aaniih Nakoda College does not discriminate based on race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

Incomplete applications will not be considered.

August 4, 2020/sc/mb