AANIIH NAKODA COLLEGE

JOB DESCRIPTION: LIBERAL ARTS/COMMUNICATIONS INSTRUCTOR
DEPARTMENT: ACADEMIC

PROFORMANCE DESCRIPTION: Aaniiih Nakoda College is seeking a Liberal Arts and Communications Instructor. The instructor is responsible for teaching students in classrooms and internship environments. The instructor shall assist with the recruitment and retention of students in this program. The instructor shall maintain competency and knowledge of current research, practice and trends in the Liberal Arts and Communications fields. The instructor shall actively participate in college life and activities. This is a full time 10-month position, non-supervisory. Benefits: Paid holidays, health insurance (limited dental and vision), 401K and life insurance option. Under the supervision of the Dean of Academic Affairs, the Liberal Arts and Communications Instructor shall:

- Teach approximately 15 credit hours;
- Manage and supervise students in internship placement;
- Serve as the academic advisor to students in English and Communications;
- Serve on the Curriculum Committee and other committees as assigned;
- Perform program assessment activities;
- Coordinate the review and revision of the Liberal Arts and Communications courses;
- Supervise student research and internship activities; and,
- Be willing to work with a full range of college students.
- Have knowledge of and unreserved commitment to Aaniiih Nakoda College’s mission and philosophy statements;
- Have understanding of general higher educational and vocational training;
- Express knowledge and experience in the field of English and Communications;
- Willingness to help promote and grow program;
- Strong understanding of community service instruction;
- Student advising and transcript evaluation;
- Ability to teach students to use various technologies;
- Have gifts of teaching and leadership both in the classroom and outside; and,
- Ability to integrate academic and cultural understanding.

INSTRUCTIONAL RESPONSIBILITIES: Responsible to teach the following courses, but are not limited to only these courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COMX 111</td>
<td>Public Speaking (3)</td>
</tr>
<tr>
<td>COMX 115</td>
<td>Interpersonal Communications (3)</td>
</tr>
<tr>
<td>FA 291</td>
<td>Creative Writing (3)</td>
</tr>
<tr>
<td>GS 110</td>
<td>Finding Place (1)</td>
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<tr>
<td>LA 290</td>
<td>Liberal Arts Capstone (1)</td>
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<tr>
<td>LIT 110</td>
<td>Introduction to Literature (3)</td>
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<tr>
<td>LIT 230</td>
<td>World Literature Survey (3)</td>
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<tr>
<td>LIT 282</td>
<td>Children and Young Adult Literature (3)</td>
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<td>LIT 289</td>
<td>American Indian Literature (3)</td>
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<tr>
<td>LIT 291</td>
<td>Young Adult Literature Featuring Native American Protagonists (3)</td>
</tr>
<tr>
<td>WRIT 101</td>
<td>College Writing I (3)</td>
</tr>
<tr>
<td>WRIT 201</td>
<td>College Writing II (3)</td>
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Revised July 3, 2018
Revised April 17, 2020
MINIMUM QUALIFICATIONS:

- Master’s degree in Liberal Arts or Communications and/or closely related field required; doctorate preferred.
- Minimum two years of teaching experience in liberal arts and/or communications, preferably adult learners.
- Experience in teaching drama/theater arts and humanities classes.
- A strong background in post-secondary education is preferred.
- Must possess strong communication skills and demonstrate a sincere desire to work in tribal colleges.
- Must have a valid driver’s license and insurability

SALARY: Commensurate on experience and qualifications.

HOW TO APPLY: Submit 1) Letter of Application; 2) Current Resume; 3) Official College Transcripts; 4) 3 current letters of recommendations. Please have letters for recommendation correlate with the job you are applying for. Please send application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353-2607 x 222 or mbrockie@ancollege.edu. Incomplete applications will not be considered.

POSITION CLOSES ON MONDAY, MAY 18, 2020 AT 4:30 P.M.

Aaniiih 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.