

## AANIHH NAKODA COLLEGE JOB DESCRIPTION

**Position:** *Full-time Liberal Arts and Communications Instructor*

### **General Description**

Aaniih Nakoda College is seeking an 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. Benefits: Paid holidays, health, dental, vision insurance, 401K. 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.

### **Knowledge and Skills**

- Knowledge of and unreserved commitment to Aaniih Nakoda College’s mission and philosophy statements;
- 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;
- Gifts of teaching and leadership both in the classroom and outside; and,  Ability to integrate academic and cultural understanding.

### **Teaching Responsibilities**

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

COMX 111	Public Speaking (3)
COMX 115	Interpersonal Communications (3)
FA 291	Creative Writing (3)
GS 110	Finding Place (1)
LA 290	Liberal Arts Capstone (1)
LIT 110	Introduction to Literature (3)
LIT 230	World Literature Survey (3)
LIT 282	Children and Young Adult Literature (3)
LIT 289	American Indian Literature (3)
LIT 291	Young Adult Literature Featuring Native American Protagonists (3)
THE 101	American Indian Plays (3)
THE 101	American Indian Plays and Actors’ Workshop (3)
WRIT 101	College Writing I (3)
WRIT 101 A	College Writing IA (4)
WRIT 201	College Writing II (3)

***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***

According to the ANC Salary Scale; commensurate with 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. Open until filled

Incomplete applications will not be considered.

