AANIIH NAKODA COLLEGE
POSITION DESCRIPTION

POSITION TITLE: President
DEPARTMENT: Administration
REPORTS TO: ANC Board of Directors

PRIMARY FUNCTION: The President of Aaniiih Nakoda College will serve as the Chief Executive Officer and the responsible person for the total operation of the College. The President has the full authority to administer and manage day-to-day operations of the college. The president shall exercise broad discretionary powers within ANC policies and regulations. The President will participate in policy making in partnership with the Board of Directors (BOD).

ACCOUNTABILITY: The President shall work under the direction of the BOD and shall be directly responsible to the BOD. The President shall administer the College with the approved policies and procedures of the BOD, rules and regulations with of the Northwest Commission of Colleges and Universities (NWCCU) and applicable Tribal, State, and Federal laws.

RESPONSIBILITIES: The President plans, organizes, and administers the day-to-day operations of the College. The President makes recommendations concerning personnel employment and/or terminations to the BOD in Executive Session. The President supervises and evaluates staff or delegates those responsibilities appropriately.

The President will maintain effective and productive working relationships with students, staff, faculty, and communities. The President must have knowledge of ANC’s tribal college educational philosophy and management, administrative procedures, as well as college curriculum and instructional programs. The President will also develop and maintain working relationships with colleagues from other educational institutions, including tribal colleges in Montana and throughout the United States.

The President will work closely with the BOD engaging in the college’s strategic planning process, in coordination with the Office of Sponsored Programs, and in developing a plan for the college. The President will work with the college Comptroller and others to develop the annual budget and planning process, including the development and presentation of the budget with input and direction from the BOD. The President is responsible for monthly/quarterly monitoring of budgets to maximize the resources of the institution throughout the fiscal year and for ensuring compliance with requirements of the funding agencies. The President shall facilitate a positive worksite environment for employees as well as an environment that promotes scholarship and respect for individuals.

The President of Aaniiih Nakoda College will lead by example and motivate others to meet challenges and opportunities.

DUTIES: Visionary leadership. The President will be expected to provide visionary and dedicated leadership within the college and with American Indian and regional partners in support of the College’s Mission Statement.

Internal leadership. The President will promote teamwork among the faculty, staff, and students.

Campus facilities. The President will lead in the development and implementation of long-term campus projects, insuring “state of the art” technology is incorporated throughout campus facilities, to enhance “cutting edge” research, and empower student success.

Partnerships. The President will provide leadership and engage in productive relationships with K-12 schools, Fort Belknap Indian community programs, other tribal colleges in Montana, higher education institutions in the region, and broader community.
Community development. The President will provide leadership and support to facilitate continual development of educational instructional programs which support the long-term vision of the college and help to reflect the economy and health of the community.

Student services. The President will provide leadership strategizing to stabilize enrollment trends and increase full-time and part-time student enrollment. The President will provide strong visionary leadership in the development of a student-centered culture that ensures success, sustains educational excellence, and supports high levels of student achievement. An emphasis will be placed on the lifeways of the Fort Belknap Aaniiih and Nakoda.

QUALIFICATIONS:

- Earned Doctorate degree from an accredited institution preferred; Master’s degree required,
- Minimum of three years of successful Senior Level Administration,
- Experience in the higher education accreditation process,
- Demonstrated achievement in budgeting and financial management,
- Demonstrated success in organizational management,
- Demonstrated ability to work effectively with faculty, staff and students,
- Ability to establish and maintain positive relationships with tribal leaders, community members and network with broader community,
- Knowledge of Aaniiih and Nakoda history, land base, and the language and culture,
- Evidence of strong human relations and interpersonal skills,
- Excellent oral and written communication skills,
- Established record of successful academic leadership,
- Experience in curriculum and program development,
- Teaching experience at the post-secondary level,
- Ability to effectively communicate the mission, philosophy and goals of the College,
- Experience in the use of technology to promote teaching and learning,
- Experience in conflict resolution,
- Ability to build morale, to motivate, and to relate to students, faculty and staff.

OTHER REQUIREMENTS:
- Must be in good standing with the community,
- American Indian Preference.

SALARY: Salary commensurate with experience and education.

How to apply:
Submit: 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. 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 by email, mbrockie@ancollege.edu. An incomplete application will not be considered.

Position closes 4/21/2020, 4:00 p.m.

Revised 2/12/20, CFC/mb