Aaniiih Nakoda College

JOB DESCRIPTION

Position: Full-time Computer Instructor

General Description
Aaniiih Nakoda College is seeking a Computer Instructor. The instructor is responsible for teaching students in classroom and lab 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 computer information systems/science. The instructor shall actively participate in college life and activities. Under the supervision of the Dean of Academic Affairs, the Computer Instructor shall:

- Teach approximately 12-15 credits per semester;
- Manage and supervise students in computer lab environments;
- Serve as academic advisor to students in the Computer Information Systems degree program;
- Serve on the Curriculum Committee and other committees as assigned;
- Perform periodic program assessment activities;
- Supervise student research and internship activities as applicable; and,
- Coordinate the review and revision of the Computer Information Systems Program.

Knowledge and Skills
- Knowledge of and commitment to Aaniiih Nakoda College’s mission and philosophy;
- Understanding of general higher educational and vocational training;
- Extensive knowledge and experience in the field of computer science;
- Commitment to hands-on teaching/learning methods;
- Student advising and transcript evaluation;
- Ability to teach students using various technologies;
- Knowledge of programming, especially Visual Studio and Java;
- Gifts of teaching and leadership both in the classroom and outside; and
- Ability to integrate academic and cultural understanding.

Teaching Responsibilities
The Computer Instructor will be responsible for teaching a full load of courses offered in the Computer Information Systems degree program. These include, but are not limited to:

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<th>Computer Information Systems Classes Offered</th>
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<td>CIS 110 Introduction to Computers (3)</td>
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<td>CIS 115 Programming I (3)</td>
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<td>CIS 135 Spreadsheet Application (3)</td>
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<td>CIS 140 Word Processing (3)</td>
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<td>CIS 160 Introduction to Computer Hardware (4)</td>
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<td>CIS 171 Database Applications (3)</td>
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<td>CIS 265 System Analysis and Design (3)</td>
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Approved May 2015/cct/mb
Qualifications:

- Master’s degree in Computer Information Systems, Computer Science or related field required; doctorate preferred.
- Minimum two years of teaching experience in computer information/systems;
- 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.

Physical Demands

Work is typically performed in classroom and laboratory environments with the instructor intermittently sitting at a desk or table, or standing. The instructor frequently lifts lightweight objects. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

Salary

According to the ANC Salary Scale, commensurate with experience and qualifications

How to apply

Submit 1) Letter of Application; 2) Current Resume; 3) College Transcripts; 4) 3 current letters of recommendation. 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.