Aaniiih Nakoda College
Job Description

Position: Full-time English and Communications Instructor
Department: Academic, under the supervision of the Dean of Academic Affairs.

General Description of Responsibilities and Duties:
* Teach a minimum of 12-15 credits per semester;
* Manage English and Communications laboratories as needed;
* Serve as academic advisor to students in the General Studies Liberal Arts program;
* Serve on curriculum committee and other committees as assigned;
* Perform program assessment activities;
* Coordinate the review and revision of the General Studies Liberal Arts program;
* Supervise students research and internship activities; and,
* Willing to work with a full range of college students.

Responsible to teach the following courses, but are not limited to only these courses:
* WRIT 101 College Writing I
* WRIT 102 College Writing II
* COMX 111 Public Speaking
* LIT 110 Introduction to Literature
* LIT 282 Children and Young Adult Literature
* THE 101 American Indian Plays

Educational Requirements:
* Master’s degree in English and Communications or closely related field required; area of emphasis in English and Communications; a doctorate degree preferred;
* Experience in teaching drama/theater arts and humanities classes;
* Must be knowledgeable of tribal colleges;
* Experience in and/or commitment to teaching community college students.
* Minimum 2 years of instruction, preferably adult learners;
* Must demonstrate a strong background in post-secondary education is preferred;
* Must have a valid Driver’s License.

Salary:
Salary 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 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, mlewis@ancollege.edu.

Position open until filled.

An incomplete application will not be considered.