

AANIIH NAKODA COLLEGE POSITION DESCRIPTION

Position: Computer Information Systems Instructor

General Description

Aaniih Nakoda College is seeking a CIS (Computer Information Systems) Instructor. The instructor is responsible for teaching students in classroom, laboratory, and internship environments. The instructor will assist with the recruitment and retention of students in the CIS program, maintain competency and knowledge of current research, practices, and trends in computer information systems, and actively participate in college life and activities. Benefits include paid holidays, health, dental, and vision insurance, and a 401K plan. Under the supervision of the Dean of Academic Affairs, the CIS Instructor will:

- Teach approximately 12-15 credit hours per semester, including summer courses
- Supervise undergraduate student projects and internships
- Assist in the development and implementation of a new B.S. degree program in CIS
- Serve on relevant college committees and participate in outreach and education activities
- Serve as an academic advisor to students in the CIS program
- Perform annual program assessment activities
- Participate in program reviews and collaborate with colleagues for possible course revisions
- Be willing to work with a diverse range of college students

Knowledge and Skills

- Strong commitment to Aaniih Nakoda College's mission and philosophy
- Expertise and experience in the field of computer information systems
- Willingness to promote and grow the CIS program
- Understanding of community- and place-based instruction
- Experience in student advising and transcript evaluation
- Ability to teach students to use various technologies
- Strong teaching and leadership skills both in and outside the classroom
- Ability to integrate academic and cultural understanding

Qualifications

- Master's degree preferred (Bachelors accepted with commitment to work towards a Master's degree) in computer information systems or a related field
- Two years' experience teaching at the postsecondary level
- Experience conducting research in computer information systems
- Knowledge of the people, lifeways, history, geography, and educational needs of the Fort Belknap Indian Reservation

Salary

According to the ANC Salary Scale; commensurate with experience and qualifications. This is a full-time, twelve-month position.

**AANIHH NAKODA COLLEGE
POSITION DESCRIPTION**

Application Process

Submit the following to apply:

1. ANC Application for Employment
2. Letter of Interest
3. Current Resume
4. Official College Transcripts
5. Three current letters of recommendation (please ensure they correlate with the job you are applying for) directly from author.

Please **email** or **mail** applications to:

Aaniih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526.

For more information, call 406-353-2607 x 3901 or email mbrockie@ancollege.edu. Open until filled.

Incomplete applications will not be considered.

Aaniih Nakoda College does not discriminate based on race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership/non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.