



Human Resource Office
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Pablo, MT 59855
Toll free 877.752.6553, ext. 4985
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Position Vacancy
Please Post

Salish Kootenai College seeks applicants for: Tribal Historic Preservation Instructor	Salary Range: \$40,000-\$45,000 DOEE
For a complete position description contact Human Resources, 406-275-4985	Closing Date: Monday, July 5 2021 @ 4pm

General Summary:

The Salish Kootenai College Native American Studies department is seeking one full time faculty member. Candidates must have successfully earned a minimum of a Master's Degree or equivalency in a related field. Special preference will be given to candidates with degrees in: Anthropology, Native American Studies, and History. Other consideration for the position will be given to candidates who specialize in areas of expertise in: Federal Indian Law and Policy, Cultural Resource Management, Historic Preservation, Archaeology, Natural Resources, Museum Studies, Tribal Sovereignty and Self-Determination, and Intergovernmental Relations. Preference will also be given to candidates who have emphasized their studies on issues related to American Indian peoples, the Confederated Salish, Pend d'Oreille, and Kootenai Tribes, and tribes of Montana. Candidates will be required to meet all of the general duties of full time instructors at Salish Kootenai College, as well as other assignments as needed. Please see below for further details.

General Statement of Duties:

- Full time teaching faculty will carry a teaching load of fifteen (15) credit hours per quarter or forty-five (45) credit hours per academic year. They will meet one hour per week for each lecture credit assigned and also assign, monitor, and evaluate two hours of outside study for each lecture credit assigned. They will meet two hours per week for each laboratory or activity course assigned. Teaching load can be reduced when extra duties are assigned. They will maintain six (6) dedicated office hours per week giving a priority to meeting with the students.
- In accord with SKC mission and department goals, they will incorporate student learning outcomes, department objectives and the 4 C's (Critical Thinking, Culture, Communication, Citizenship) into the courses they are assigned. They will develop an

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As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans and women. SKC is a tribal member preference employer as set forth in SKC policy. SKC is a drug free workplace. All pre-hires must pass a drug test before formal hiring.

appropriate syllabus for each class to be distributed to the students at the beginning of the quarter. They will keep class records for all courses taught. They will keep accurate weekly records of class attendance. They will report students failing to make satisfactory academic progress or excessively absent to the Retention Office. They will submit a final grade for each student listed on the class roster for all courses taught.

- At least six (6) weeks before the beginning of the quarter, they will work with the Department Head to select and order textbooks and supplies for assigned classes. They will acquire all supplies, textbooks, and related materials through the SKC bookstore.
- Full time teaching faculty will provide academic advisement to students within the department, especially on class scheduling days. They will inform students of all college support services, e.g. tutoring, academic counseling, financial counseling, etc.
- Full time teaching faculty will participate in developing Department budgets by annually informing the Department of the needs and wants associated with performing their job.
- Full time teaching faculty will attend all College sponsored in-service training meetings and staff meetings. They will participate in all Department meetings.
- Full time teaching faculty must complete a checkout process at the end of each academic year.
- Full time teaching faculty shall maintain a neat and clean appearance as well as a neat and clean workspace.
- Full time teaching faculty will be careful not to introduce into their teaching controversial subject matter, which has no relation to the assigned subject.
- Fulltime faculty will help to develop curriculum, including assessment of outcomes for program classes as assigned
- Salish Kootenai College encourages research by faculty that is consistent with the mission of the College. However no research activities that involve human subjects or cultural or other resources of the Tribes may begin prior to approval by the Institutional Review Board.
- While working at Salish Kootenai College they will not work for any other organization or engage in a business for themselves without expressed written permission of the college President.

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- Faculty relationships with all outside entities must support the College Mission.
- Full time teaching faculty will review and follow all SKC administrative policies.
- Full time faculty expectations are to maintain collegiality in support of fellow faculty and students.

Specific Area of Duties:

Provide instruction in the discipline of Native American Studies.

While classes are in session:

- 30 hours per week dedicated to delivering coursework (in class and outside study obligations).
- 4 hours per week dedicated to department and college support activities such as committee participation.
- 6 hours per week in the office dedicated to department and college support activities with priority to student contact.

Before classes are in session:

- 40 hours per week dedicated to department and college support activities especially in preparation for classes.

Minimum Qualifications:

- Master's Degree, with special preference given to candidates with degrees in the following fields. Preference will be given to candidates who have placed an emphasized their studies on issues related to Native peoples of North America, American Indian peoples, or Indigenous populations:
 - Anthropology
 - History
 - Native American Studies
- Experience working with Native American populations is preferred.
- Demonstrated ability to function collegially in a team setting and to work cooperatively with faculty and staff is preferred.
- Demonstrated experience and skill in teaching at undergraduate level is preferred.

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