

# STONE CHILD COLLEGE

8294 Upper Box Elder Road  
Box Elder, MT 59521

[www.stonechild.edu](http://www.stonechild.edu)

Phone: (406)395-4875  
FAX: (406)395-5827

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** Business/Computer Instructor

**REPORTS TO:** Dean of Academics

**DATE PREPARED:** Wednesday, April 11, 2018

**CLOSING DATE:** Open until filled

### Performance Objectives:

- Work at least 30 hours on the SCC campus per week. This includes a minimum of fifteen (15) credit hours of instruction per semester and fifteen (15) accountable hours per week for the length of the contract, except when scheduled holiday and/or breaks are in effect.
- Develop objectives, syllabi, and lesson plans for all courses assigned to teach.
- Maintain/monitor/submit weekly student attendance records, student grades (mid-term and final), and relevant student documents (such as contact reports, grade/attendance warnings) as requested by SCC Registrar or Dean of Academics.
- Serve as academic advisor for students majoring in business-based disciplines.
- Serve on at least one SCC Strategic Planning sub-committee
- Serve as advisor to the SCC chapter of AIBL
- Assist with course scheduling and curriculum development each semester
- Adhere to all reporting, activity, and procedural requirements stipulated in annual employment contract.
- Provide assistance with planning, developing, and managing grant-funded projects within area of discipline
- Data collection for student learning outcomes for assessment and program improvement for business/computer and general education outcomes.
- Attend regular faculty meetings held each month of the academic year

**Supervision:** The instructor reports directly to the Dean of Academics under the SCC President and Board of Directors.

**Length of Employment:** Based on a nine (9) month contractual agreement. Renewed on an annual basis and dependent upon satisfactory performance evaluation(s).

**Salary:** The SCC salary scale will be used to determine remuneration based on education, experience, and qualifications.

### Qualifications:

- Master's Degree in Business/Computer Science, Business Education, Education, or related field.
- A minimum of two (2) years teaching, (5) or more preferred in Business, and Computer Science (Microsoft Word, Excel, PowerPoint, Access), or closely-related subjects, at the postsecondary level.
- Demonstrated ability to work effectively with diverse student learners.
- Teaching experience at a tribal college and/or working with American Indian students (preferred).

**Application Process:** For more information please contact: Interim President, Cory Sangrey Billy

Please submit either hard or electronic copies in Portable Document Format (PDF) letter of interest, updated resume, transcripts, 3 professional letters of reference with contact information (current) and a SCC application. ([www.stonechild.edu](http://www.stonechild.edu))

Email: Wanda St. Marks, Personnel/Admin Assistant - [wstmarks@stonechild.edu](mailto:wstmarks@stonechild.edu)

Only complete application packets will be considered. All positions require pre-employment drug testing and criminal background check.