

# STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, Montana 59521. (406) 395-4875 (406) 395-4836 (fax)

## OPEN POSITION

<b>Job Title:</b>	<i>Business Instructor</i>
<b>Opens:</b>	<i>Opens: December 9, 2020 – until filled</i>
<b>Supervisor:</b>	<i>Dean of Academics</i>
<b>Classification:</b>	<i>Full-Time , one-year contract appointment, renewable every year upon the availability of funds.</i>
<b>Salary:</b>	<i>According to SCC Salary Scale, depending on experience and education – Fringe Benefits - \$31,933 - \$37,414 (12 month).</i>

## JOB SUMMARY

- 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 holidays and 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 an academic advisor for students majoring in business-based disciplines.
- Serve on at least one SCC Strategic Planning sub-committee
- Serve as an 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 the annual employment contract.
- Assist with planning, developing, and managing grant-funded projects within the 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

## REQUIREMENTS

### General Requirements:

- A minimum of two (2) years teaching, (5) or more preferred in Business.
- Demonstrate the ability to work effectively with diverse student learners.
- Teaching experience at a tribal college and working with American Indian students (preferred).
- 1-year experience teaching Accounting, Finance, and/or Statistics preferably at tribal community college

### Education and Experience:

- Master's Degree in Business or Business Education.

## HOW TO APPLY

Please submit either hard or electronic copies in Portable Document Format (PDF) **letter of interest**, updated **resume**, **unofficial transcripts** (certified copies of transcripts will be required if offer is accepted), **three professional letters of reference** with contact information (current), and an SCC application. (www.stonechild.edu)

Email: Wanda St. Marks, Personnel - wstmarks@stonechild.edu Only complete application packets will be considered. Upon hire all positions require pre-employment drug testing and criminal background check.

**SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.**

Stone Child College has been reaffirmed for Accreditation by the Northwest Commission on Colleges and Universities  
Stone Child College is an Equal Opportunity Employer