

Aaniih Nakoda College, Harlem, Montana
Dean of Academic Affairs Position Description

The Dean of Academic Affairs is the chief academic officer for Aaniih Nakoda College. This position is responsible for insuring that the College meets all accreditation academic standards and requirements. The Dean provides oversight of the academic curriculum and serves as the Chair of the Curriculum Committee. S/he is responsible for the supervision of all full-time faculty and adjunct faculty including recruitment, annual performance evaluation, curriculum assignments, committee assignments, developmental education, and other means of facilitating a successful academic environment. The Dean works closely with the faculty to revise, development propose new academic programs and course offerings, The Dean directs the assessment of academic program and general education. The Dean supervises the Library Director and activities which services both the College and the Fort Belknap Community. S/he works closely with the Registrar to schedule courses, workshops, and other academic activities. It is also important for the Dean to work closely with Student Services to ensure strong student academic advising, the Finance Department to effectively implement academic program and activities and to collaborate on the means to serve students most effectively. The Dean serves on the President's Executive Team and advises the College on all academic -related matters. This position also services as the principle investigator on academic grant funds projects for the College.

Requirements:

- Required Master's degree in the field of education or closely related to this job description or program in progress; Preferred Doctorate degree (earned) in a field of education closely related to this job description.

- Five years of experience in curriculum development.
- Five years of postsecondary teaching experience preferably at the tribal college.
- Familiarity with tribal colleges and universities.
- Knowledge of the Aaniinen and Nakoda history and culture.
- Excellent writing skills, submit proof of writing.
- Excellent communication skills.
- Knowledge of accreditation standards and requirements.
- Five years of supervisory experience preferably in a postsecondary educational setting.
- Familiarity and experience working with federal grants projects.

Salary: According to the salary schedule and experience. or dependent upon related experience and will be negotiated.

Submit to apply:

- 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 3901 or mbrockie@ancollege.edu. Open until filled.

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

Incomplete applications will not be considered.

August 4, 2020/sc/mb
April 27, 2021/sc/mb
September 20, 2021/sc/mb