

# AANIHH NAKODA COLLEGE

## JOB DESCRIPTION

**Position: Business Instructor \* Full-time**

### **General Description**

Aaniih Nakoda College is seeking a full-time Business Instructor. The instructor is responsible for teaching students in classrooms and internship environments. The instructor shall assist with the recruitment and retention of students in this program. The instructor shall maintain competency and knowledge of current research, practice and trends in the business and entrepreneur fields. The instructor shall actively participate in college life and activities. Benefits: Paid holidays, health, dental, vision insurance, 401K. Under the supervision of the Dean of Academic Affairs, the Business Instructor shall:

- teach approximately 15 credits per semester, delivering material both in-person and virtually
- serve as academic advisor to students in the Business program
- serve on Curriculum Committee and other committees as assigned
- perform periodic program assessment activities
- coordinate the review and revision of the Business curriculum
- supervise student research and internship activities
- be willing to work with a full range of college students

### **Knowledge and Skills**

- Knowledge of and unreserved commitment to Aaniih Nakoda College’s mission and educational philosophy
- Understanding and demonstrated knowledge of higher educational and vocational training
- Solid knowledge and experience in the field of business education
- Strong written and communication skills
- Knowledge of student advising and transcript evaluation
- Gifts of teaching and leadership both in the classroom and beyond
- Ability to integrate academic and cultural understanding

### **Teaching Responsibilities**

The Business Instructor will be responsible for teaching a full class load consisting of business courses dependent upon the level of expertise and background of the successful candidate.

ACTG 201	Accounting I (4)	BUS 180	Government Grants and Contracts (3)
ACTG 202	Accounting II (4)	BUS 190	Indianpreneurship (3)
ACTG 210	Payroll Accounting (3)	BUS 210	Workplace Ethics/Conflict Resolution (3)
BGEN 105	Introduction to Business (3)	BUS 290	Capstone (3)
BGEN110	American Indigenous Business Leaders (1)	ECNS 201	Microeconomics (3)
BGEN 235	Business Law (3)	WRIT 122	Introduction to Business Writing (3)
BFIN 205	Personal Finance (3)		

### **Qualifications**

- Required Bachelor’s degree in Business or Business Administration; preferred Master’s degree in Business or Business Administration or closely related field required; doctorate preferred;
- Minimum two years of teaching experience in the field of business;
- A strong background in post-secondary education is preferred;
- Must possess strong communication skills and demonstrate a sincere desire to work in tribal colleges;
- Must have a valid driver’s license and insurability.

### **Salary**

Negotiated; commensurate with experience and qualifications.

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***How to apply***

Submit 1) Letter of Application; 2) Current Resume; 3) Official College Transcripts; 4) 3 current letters of recommendations. Please have letters for 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](mailto:mbrockie@ancollege.edu). Closes November 19, 2021, 4:30 p.m. Incomplete applications will not be considered.

*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.*