



Human Resource Office
PO Box 70
Pablo, MT 59855
Toll free 877.752.6553, ext. 4985
Direct Dial 406.275.4985

Position Vacancy
Please Post

Salish Kootenai College seeks applicants for: Office Professions Faculty 9 month position	Salary Range: \$42,621 - \$45,025 DOEE
For a complete position description contact: Human Resources, 406-275-4985	Closing Date: Monday November 8, 2021 1:00 pm

General Summary:

Plan, prepare and develop course materials such as syllabi, assignments, handouts, examinations, and culturally relevant materials. Select and obtain materials and supplies such as textbooks. Plan, evaluate and revise curricula, course content, course materials and methods of instruction in accord with SKC mission and goals

Prepare and deliver lectures to students. Initiate, facilitate and moderate classroom discussions. Monitor and assist in class lab settings. Evaluate and grade students' class work, assignments and projects. Maintain scheduled office hours and provide availability to assist students.

Interact with department members to plan, implement and participate in annual and long term evaluation of program. Collaborate with colleagues to address teaching issues and practices. Participate in college events and staff meetings. Attend workshops and conferences to maintain current knowledge in subject area.

Advise students on academic and vocational curricula, and career issues, while keeping information current on all advisees. Refer students to the Retention Office if not attending or not keeping up in their work. Work in conjunction with Enrollment Services on maintaining a current, correct advising module. Evaluate transcripts as needed. Department group registrations each quarter to assist Office Professions majors and Business Technology major with their registration for the next quarter.

Minimum Qualifications

- Bachelor's Degree in Business or Business-related field with a Computer Applications emphasis; Master's Degree preferred.
- Teaching experience desired, preferably in a post-secondary setting.
- Experience working with Native American populations.

To apply you must submit an SKC application, resume and applicable transcripts to Human Resources, P.O. Box 70, Pablo, MT 59855. Your application must include evidence that you have the skills, experiences and abilities indicated in this announcement (E.I. cover letter, resume and transcripts). Information you provide will be used as deciding factors in our employment process.

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.