

## **Sisseton Wahpeton College**

**TITLE:** Statistician and Behavioral Science Instructor  
**REPORTS TO:** Director of Institutional Research & Program/Academic Dean  
**STATUS:** Full-time  
**SALARY:** DOE  
**TOUR OF DUTY:** Grant Funded Position

### **SUMMARY:**

The primary duties and responsibilities of this position include institutional research, supporting academic research activities, and teaching courses for the Behavioral Science programs. This position will support the development and implementation of all aspects of the National Science Foundation's ICE-TI and related award(s) at the Sisseton Wahpeton College.

### **DUTIES AND RESPONSIBILITIES:**

1. Understand the Behavioral Science program's goals and objectives, along with the applicable grant specifications and requirements.
2. Teach courses in Statistics and other courses which support the Behavioral Science program and the goals of the applicable grant project(s), such as College Algebra. Typically, two courses per semester.
3. Assist the PI and/or the Director of Institutional Research & Programs in data collection, analysis, and report writing.
4. Support faculty and students in the Behavioral Science program, especially in regards with statistical analyses and relate activities.
5. Provide training to personnel and faculty.
6. Demonstrates an understanding of Dakota Wicohan, its ethics and principles.
7. Complies with all College, Tribal, and Federal policies, regulations, and laws that govern the college.
8. Performs other duties as assigned.

### **EDUCATION:**

- Master's Degree in Statistics; a candidate with a Master's Degree in Mathematics with a minimum of 18 graduate credits in Statistics would be considered.

### **MINIMUM QUALIFICATIONS:**

- Prior teaching experience.
- Research or institutional research experience.
- Must have excellent communication and active listening skills.
- Must complete SWC's required Dakota course requirements within the proscribed timeframe.

### **OTHER:**

- Demonstrate knowledge of federally funded grant management, policies and regulations, along with a working knowledge of basic accounting and budgetary practices.

**POSITION OPEN UNTIL FILLED**

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- Excellent planning, organizational, and time management skills (including punctuality).
- Ability to work well as a team player.
- Displays high standards of ethical conduct. Conducts oneself with Dakota Wicohan.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

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