

SISSETON WAHPETON COLLEGE

TITLE: Behavioral Science Instructor-Emphasis in Political Science
REPORTS TO: Dean of Academics
SALARY: D.O.E.
TOUR OF DUTY: Generally 8:00 a.m. to 4:30 p.m., M-F, but may require some evenings

SUMMARY:

All faculty members perform instruction-related duties and responsibilities in accordance with the mission statement and policies, and procedures of the College. A successful candidate for this position will be responsible for developing and instructing assigned courses in the behavioral science program and advising students. Develops and follows class syllabi. Develops and evaluates the effectiveness of class presentations.

DUTIES AND RESPONSIBILITIES:

1. Develops course instruction for each class in accordance with the academic catalog and policies.
2. Assists with the implementation, including various outreach activities, related to the grants supporting the Behavioral Science program. This includes working with the PIPD, participating in planning session, completing assigned tasks, and submitting reports as requested.
3. Develops tests and teaching aids.
4. Participates in instructor evaluation, assessment of student academic achievement and demonstrate modification of teaching techniques in accordance with assessment feedback.
5. Acquires an understanding and sensitivity to the Dakota Culture as it relates to students performance. Incorporates Dakota culture into courses appropriately.
6. Develops in-house programs and practices to identify developmental needs.
7. Posts and maintains office hours as specified.
8. Maintains an awareness of new instructional technology and advances in teaching and learning theory, and applies where appropriate.
9. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
10. Attends and participates in professional development and grant related workshops.
11. Participates on College committees and in faculty/staff meetings.

REQUIREMENTS:

- Master's Degree in the behavioral science field of political science
- Previous teaching experience

MINIMUM QUALIFICATIONS:

- Planning, organizational, and time management skills.
- Ability to work as a team player.
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.
- Proficient with office machinery.

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OTHER:

- Ensure reports for institutional and granting agencies are submitted in a timely manner.
- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality. Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.