

Blackfeet Community College



Position Description

USDA Equity Experiential Learning Cultural Educator/Elder

Closing Date	January 3, 2018 @ 3:00 PM
Salary	\$24,000.00 to \$32,400.00 Depending on experience
Department	Academic Affairs
Personnel Definition	Faculty, Regular Full-Time
Term of Employment	20 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Director of USDA Equity Grant • Provost • President
Supervision Exercised	<ul style="list-style-type: none"> • None
General Statement of Duties	<ul style="list-style-type: none"> • Under the supervision of the Director of the USDA Equity Grant, this individual will be responsible for instructing two Piikani courses (one per semester) for the Experiential Learning Program (Equity). In addition, they will plan and conduct the Experiential Learning Program field days; provide experiential, cultural lectures for all Equity and Liberal Arts Division courses; serve as an in-class Elder for all Equity courses; and lastly, create a one-CEU lecture series on Piikani Language and Culture that will be held through the academic year delivered in public and online.
Specific Area of Duties	<ul style="list-style-type: none"> • Instruct a minimum of 3 credits per semester in the USDA Equity core section • Plan and conduct the Experiential Learning Program field days. • Provide experiential, cultural lectures for all Equity and Liberal Arts Division courses. • Serve as an in-class Elder for all Equity courses. • Serve as an active member of the USDA Equity Grant committee. • Create a one-CEU lecture series on Piikani Language and Culture that will be held through the academic year delivered in public and online. • Assist the USDA Grant Director in maintaining records, curriculum information, student records, course syllabi and outlines, activities held, book orders, attendance records, grade records, advising files, education plans, referrals, instructor withdrawals, etc., and have available upon request. • Provide required assistance and documentation in working with Northwest Commission on Colleges and Universities.

	<ul style="list-style-type: none"> • Assist on special projects, ad-hoc committees, as directed or required by the USDA Grant Director or Vice President of Academic Affairs. • Prepare reports as required. • Other duties necessary to the function of BCC, as needed.
Qualifications	<ul style="list-style-type: none"> • Eminent Scholar in Piikani Language and Cultural as recognized by the Blackfoot Confederacy, or • Master Degree in a Native American Studies. • Bachelor Degree in a Native American Studies. • Experience running cultural educational camps. • Experiential and/or outdoor learning experience a plus. • 3 years college teaching humanities/liberal arts preferred. • Working with Native American students preferred.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Piikani Language fluency. • Knowledge of Blackfoot tribal, historical, language and cultural ways and means. • Subject matter expertise • Knowledge of curriculum development • Knowledge of a variety of teaching methods • Knowledge of effective teaching strategies • Knowledge of organizing, planning, and instructing required courses • Working knowledge of technology in a learning environment • Knowledge of Native American learning and teaching styles • Knowledge of Tribally Controlled Community Colleges <p>Skills Required:</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills • Computer skills with a variety of software and hardware • Strong teaching skills • Excellent motivation and instructional skills in a diverse and non-traditional environment. • Strong interpersonal skills • Organizational and analytical skills <p>Abilities Required:</p> <ul style="list-style-type: none"> • Ability to make effective decisions and accomplish goals and objectives with limited supervision. • Ability to work with students in a class setting. • Ability to develop and maintain positive relationships with BCC students, staff and community • Ability to do moderate lifting.
Complexity	<p>This position is required to have an extensive knowledge of the principles, techniques and ethics of instruction, particularly with Native Americans and Adult and Higher Education. The person needs to have working knowledge of research techniques (Piikani) and how to develop curriculum.</p>

Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Humanities/Liberal Arts Department.
Physical Demands	Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and sitting at desk are required. Some lifting will be required (i.e. books, equipment, and other miscellaneous materials).
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> • Position Description • Employee Contract • BCC Policies and Procedures Manual • BCC Catalog • All applicable tribal, federal and special policies, laws, rules and regulations as they apply.