

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, Montana 59521. (406) 395-4875 (406) 395-4836 (fax)

OPEN POSITION

Job Title:	<i>Teacher Assistant (TA) - Natural Resources Instructor</i>
Opens:	<i>September 6, 2022 – Open until filled</i>
Supervisor:	<i>Dean of Academics</i>
Classification:	<i>Part-Time</i>
Salary:	<i>According to SCC Salary Scale, depending on experience and education</i>

The Teacher Assistant will provide support to the Natural Resources Instructor. The TA will facilitate student learning by reinforcing lessons from courses through tutoring, preparing teaching materials, forming study groups, and grading student work. The TA will assist the Instructor in classroom and lab set up and clean up, preparing teaching materials, advising students, and record keeping.

JOB DUTIES

- Develop an understanding of the learning outcomes in the Natural Resources degree program
- Assist the Instructor in course preparation, including the development of appropriate teaching materials to ensure content and methods of delivery meet learning objectives, proctoring exams, and record keeping
- Reinforce lessons from instruction in courses by tutoring and mentoring student in the Natural Resources degree program
- Assist the Instructor in lab set-up, lab clean-up, and maintenance on lab supplies.
- Perform laboratory research
- Clean labs and set up or remove specimens
- Obtain materials needed for classes, including texts and other material
- Prepare Instructor approved presentations for lecture
- Hand out assignments and grade papers
- Proctor exams
- Record grades and attendance in EMPOWER
- Arrange for teaching observations
- Create and write materials such as syllabus, visual aids, answer keys, and supplementary notes with Instructor approval
- Meet/Co-Advise students in the Natural Resources degree program in choosing appropriate courses as outlined in the Education Plan
- Assist with student conferences
- Correspond with students on learning management system or inter-campus communication system
- Actively pursue bachelor's/master's degree in Natural Resource/Geospatial Technology and provide transcripts after each semester
- Performs other related duties as assigned by the Instructor or delegate.

KNOWLEDGE – SKILLS – ABILITIES

- Associate degree required
- Bachelor of Science in Natural Resources or Bachelor of Science in related fields preferred
- Five (5) years' of experience in a Natural Resource related field preferred
- Knowledge of tribal ecological systems
- Knowledge of Chippewa Cree culture and language
- Knowledge of FERPA and it's application in higher education

Stone Child College has been reaffirmed for Accreditation by the Northwest Commission on Colleges and Universities
Stone Child College is an Equal Opportunity Employer

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- Knowledge of research, data, and statistics
- Ability to follow instructions from Instructor and/or Dean of Academics
- Ability to recruit and mentor students
- Excellent organizational and time management skills
- Excellent communication skills, including writing, public speaking, and interpersonal conversation.

HOW TO APPLY

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- letter of interest
- updated resume
- transcripts
- three professional letters of reference with contact information (current)
- SCC application (www.stonechild.edu)

Via email to: Jessie Demontiney, Human Resources Director - jdemontiney@stonechild.edu. Only complete application packets will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.