

# STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – [www.stonechild.edu](http://www.stonechild.edu)

## Add **JOB DESCRIPTION:**

<b>Job Title:</b>	<b>Information Systems Instructor</b>
<b>Open Date:</b>	<b>February 3, 2026</b>
<b>Supervisor:</b>	<b>Wilma Tyner</b>
<b>Classification:</b>	<b>Full-Time</b>
<b>Salary:</b>	<b>According to SCC Salary Scale, depending on experience and education – Fringe Benefit</b>

### **JOB SUMMARY:**

The Information Systems Instructor is responsible for delivering high-quality instruction in information systems, technology, and related business applications. This role emphasizes practical application of information systems concepts, critical thinking, and problem-solving skills to prepare students for today's technology-driven workplace. The instructor designs and delivers curriculum that reflects current industry standards while supporting diverse learners through inclusive teaching practices and academic mentorship.

### **JOB DUTIES:**

- Teach undergraduate and/or certificate-level courses in information systems, including topics such as information technology fundamentals, management information systems, databases, systems analysis, cybersecurity basics, and emerging technologies.
- Lead recruitment efforts for the cybersecurity program and provide academic advising to support students in developing achieving their education plans.
- Stay current with evolving cybersecurity threats, technologies, regulations, and industry standards, and incorporate updates into instruction.
- Ensure compliance with grant requirements, regulations, expenditures, and reporting timelines.
- Develop, update, and maintain course syllabi, lesson plans, instructional materials, and assessments aligned with program and institutional learning outcomes.
- Deliver instruction using a variety of teaching methods, including lectures, labs, hands-on activities, online or hybrid platforms, and collaborative learning.
- Evaluate student performance through exams, projects, presentations, and practical assignments; provide timely and constructive feedback.
- Maintain accurate records of attendance, grades, and student progress in accordance with institutional policies.
- Provide academic advising and support to students, including mentoring, office hours, and referrals to campus resources as needed.
- Integrate current industry practices, tools, and technologies into instruction to ensure curriculum relevance.
- Collaborate with Turtle Mountain College to recruit and enroll students in the program

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of information systems theory, applications, and current trends.
- Ability to translate complex technical concepts into accessible instruction.
- Strong organizational and time-management skills.
- Commitment to student-centered learning and continuous improvement.
- Ability to work collaboratively in a team-oriented academic environment.

### **QUALIFICATIONS:**

- Master's degree in information systems, computer information Systems, Information Technology, Computer Science, or a closely related field.

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- Teaching experience in higher education, adult education, or professional training, or demonstrated potential for effective teaching.
- Strong knowledge of information systems concepts, business applications, and instructional technologies.
- Effective written, verbal, and interpersonal communication skills.
- Ability to use learning management systems (LMS) and instructional technology.

## 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
- Current resume or CV
- Transcripts (unofficial may be used at time of application, but official will be required upon hiring)
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application ( <https://www.stonechild.edu/employment/> )

Via email to: Human Resources at [hr@stonechild.edu](mailto:hr@stonechild.edu) Only complete applications 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.*