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JOB ANNOUNCEMENT
SAGINAW CHIPPEWA TRIBAL COLLEGE PRESIDENT
Mt. Pleasant, Michigan Chartered by Saginaw Chippewa Indian Tribe 1998

Job Title: President,

Reports To: Six Member Governing Board of Regents

Status: Exempt

Salary: Competitive

Type of Position: Contractual with annual review by Board of Regents

SUMMARY:

Saginaw Chippewa Tribal College (SCTC) is seeking a dynamic and committed President who can provide the leadership needed to guide the College on its future path and who can ensure the College's mission and purposes are realized on behalf of the students, the community, and the Saginaw Chippewa Indian Tribe (SCIT). To act as the chief administrator and educational leader of the College, who is responsible for the organizational structure of the College and for all executive and administrative duties in connection with the daily operation of the College. The president will lead a team of administrators, faculty, and staff to carry out the College's unique mission and vision and to meet the challenges of growth. The president will ensure SCTC can sustain a significant online footprint and simultaneously increase enrollment in face-to-face campus classes. SCTC's President will need to have passion for and understanding of higher education to effectively support those initiatives.

The president will also serve as a member of the board of the American Indian Higher Education Consortium, and as such must occasionally provide written and oral support for AIHEC initiatives to members of US congressional delegations. The president will also provide overall leadership to the College and its partners in any and evaluations by accrediting agencies.

REQUIRED EDUCATION/EXPERIENCE:

Minimum Qualifications

- PhD preferred - Masters with minimum of 5 years administrative experience in higher education.
- Must Successfully pass background checks
- Must include experience with educational accreditation agencies and successful administrative/supervisory experience in higher education.
- Exemplary communication skills
- Demonstrated conflict management skills
- Experience with data-driven decision-making
- Ability to travel as ambassador of SCTC
- Experience working with Indigenous peoples
- Experience with tribal colleges and universities
- Demonstrated experience in program development

- Must have experience that demonstrates knowledge and understanding of Tribal, State and Federal policies in relation to higher education.

DUTIES AND RESPONSIBILITIES:

The President is the Chief Executive Officer of the College and carries out its programs and exercises its policies as well as ensuring that the College's strategic plan and operations are consistent with its mission, purpose, objectives and core values; and in compliance with tribal, state and Federal laws, regulations and accreditation guidelines. Is committed to functioning as an autonomous Indian controlled college on the Saginaw Chippewa Indian Tribe focusing on general studies, undergraduate education, scholarly research, and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Anishinaabe is brought to bear throughout the curriculum. The president oversees the administration, staff, faculty, and student body exerting leadership in the community and providing service to it.

- Provide informed guidance to the College and the Board concerning the solicitation and application for large federal and other grants
- Coordinate with the College programs on the implementation of the strategic plan and development of the College budget
- Lead the planning of construction needs for a growing College
- Collaborate with SCIT, state, and national entities
- Represent the College to the community, to stakeholders, and to the broader public
- Carry out the direction for the College as set forth by the Board of Regents
- Support the culture, language, and lifeways of the SCIT.
- Inform the Board of Regents of all actions taken under authority granted by it.
- To review pending or existing legislation at the tribal, state, and federal level that affects the College or that may provide assistance to the College if enacted and report the substance thereof to the Board of Regents.
- To represent the College to the community by interpreting and presenting the College program to the public, parents of students, the press, Tribal Council, and community organizations.
- To perform such other duties as may be assigned by the Board or otherwise required by law.
- To execute all documents pursuant to such authority as may be granted to the President by the Board of Regents.
- To prepare and submit to the Board of Regents an annual report of the operation of the College, including recommendations for the immediate and long-range development of the College.
- Perform all executive functions of the Board of Regents, such as:
 - Preparation of the agenda for Board meetings with the Board of Regents chair;
 - Conduct official correspondence of the Board;
 - Issue orders of the Board of Regents;
 - Cause to be prepared contracts and other documents necessary to carry out the activities of the College, including those contracts and other documents subject to approval by the Board;
 - Provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection;
 - To advise the Board of Regents in all areas of policy and make recommendations on all matters that affect the College before action is taken by the Board;
 - To inform the Board of all appointments of administrative and full-time academic teaching personnel of the College, except those administrator's subject to appointment by the Board of Regents.

- To submit to the Board of Regents at the appropriate time an annual budget and administer the Board approved budget.
- To be responsible for the formulation of all reports as may be required by the Board of Regents and by local, state and national agencies.
- To formulate and promulgate regulations and procedures designed to implement Board policies.
- To serve as the official channel for all contacts between staff members and the Board of Regents.

The application must include:

1. Cover letter describing how you meet the qualifications and experience of the presidential profile.
2. Application for Employment.
3. Resume or CV.
4. Official College transcripts.
5. If claiming Indian and/or Veterans preference: Proof of Degree of Indian Blood and/or Veterans Preference documentation.
6. Names and contact information for three references who can speak to the candidate's leadership skills and experience in higher education.

WORK ENVIRONMENT:

Benefits:

The College offers a comprehensive benefit package and 401(k).

Confidentiality: SCTC staff and faculty agree to maintain strict confidentiality regarding FERPA, HIPPA and the contents of all SCTC correspondence, student records, personnel files and fiscal data.

Additional Information: SCTC does not discriminate on the basis of race, color national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization, except as allowed by the Indian Preference provision of the Civil Rights Act of 1964 as amended.