Bemidji State University and Northwest Technical College invite applications for the position of:

Executive Director of the
American Indian Resource Center

OPENING DATE: September 30, 2019
CLOSING DATE: Open until filled
For full consideration, please apply by 11:59 p.m. on October 29, 2019
APPOINTMENT DATE: As soon as possible
SALARY: Depends on Qualifications; Administrator’s Plan Range 5; Exempt
JOB TYPE: At Will

POSITION PURPOSE:
Reporting directly to the Associate Vice President for Student Life and Success, the Executive Director provides strategic leadership for achieving the mission and goals of the American Indian Resource Center and contributes significantly to strengthening a safe, healthy, and inclusive learning environment for the Bemidji State University (BSU) and Northwest Technical College (NTC) communities. This position provides an opportunity to positively influence the climate of the American Indian student experience by collaborating with others across the University and College to address the ongoing developmental needs of American Indian and other Native students – including, but not limited to: proactive and responsive retention advocacy, health and wellbeing, social life, and successful integration into BSU and NTC. The Executive Director establishes and maintains close, positive, educational and tribal relationships to better support American Indian students in relation to their academic, personal, and social success. In addition to providing direction for the programs, services, and staff of the American Indian Resource Center, the Executive Director serves as a key leader in collaborative efforts with other areas of the University, including the successful recruitment and retention of American Indian students and securing grants and raising funds from corporations, foundations, individuals, and government agencies that support American Indian students and their learning.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provide visionary, strategic leadership and overall direction and management for the budgets, programs, services, and staff of the American Indian Resource Center:
   o Recruit, hire, train, supervise, and evaluate AIRC professional staff and oversee the AIRC student employment and work study program;
   o Take full advantage of the unique strengths, skills, and insights of each staff member;
   o Articulate and envision the mission, vision, and values of the AIRC;
   o In alignment with the University’s Strategic Plan for 2018-2023 (“Inspired by Place, Enriched by Diversity”), develop an annual work plan and initiatives for the AIRC to assist the University in reaching its strategic priorities to “increase engagement with American Indian communities to become a destination university” (Strategic Priority #2) and to “create a university culture in which diversity is embraced and all members are safe, welcome, and validated” (Strategic Priority #5);
   o Serve as the primary University and College liaison with American Indian communities, particularly with the Tribal Nations in Northern Minnesota.
2. Oversee the day-to-day management, maintenance, and operation of the American Indian Resource Center:
   
   o Ensure that the AIRC facility and programs are supportive and compatible with the educational mission, vision, values, and strategic priorities of the University and the individual efforts of its students;
   o Develop and implement strategies that best utilize AIRC facilities and provide an on-going plan for the facility to meet University and community needs and interests;
   o Promote the AIRC and develop effective strategies (e.g., conference activities) to increase the Center’s positive presence in the community at large.

3. Develop and maintain relationships with campus departments and external groups to provide recruitment, retention, and outreach programs to current and prospective American Indian students:
   
   o Develop and supervise youth programs and collaborate with regional K-12 schools and tribal colleges;
   o Collaborate with the Office of Admissions and other University departments to develop effective strategies to recruit and retain American Indian students;
   o Initiate, build, and maintain positive relationships with campus (e.g., staff, faculty, alumnx) and community (e.g., tribal entities, professional networks) partners to support American Indian students;
   o Interact regularly with American Indian students and families as needed or appropriate.

4. Maintain and expand support for American Indian Resource Center programs by partnering with BSU Alumni & Foundation staff to develop and implement strategies for identifying, cultivating, securing, and stewarding donors:
   
   o Actively assist in the full range of activities required to prepare, submit, and manage grant proposals to corporations, foundations, and government agencies;
   o Initiate and maintain communication with BSU Alumni & Foundation staff to analyze funding needs, gaps, and opportunities;
   o Provide stewardship to current donors by developing materials showing progress of AIRC programs for donor updates and ongoing communication materials.

5. Direct and lead in the development and implementation of student engagement programs and services, including academic, personal, social, and student leadership initiatives that are designed specifically for American Indian students:
   
   o Assist and advocate for American Indian students as they transition into the Bemidji State University community and persist to degree completion;
   o Through high touch and intrusive student advising, identify students’ academic, personal, and social challenges to provide individualized and “wrap around” support – including referrals to on- and off-campus resources;
   o Assess, recommend, and implement solutions to increase and improve retention programs and services for American Indian students.

6. Extend opportunities for cross-cultural exchange and learning through creative and effective programming and service delivery of the American Indian Resource Center:
   
   o Help lead University and College efforts to strategically advance and promote diversity, equity, and inclusion by increasing student access to programs and resources designed to help students succeed;
   o Develop programs that increase the interaction of American Indian students with U.S. and International students for cross-cultural dialogue and learning;
   o Develop and deliver ongoing and new programming for the University and College campuses and the Region involving American Indian culture, history, and other related topics of importance;
   o Oversee the advising and support of student organizations (e.g., Council of Indian Students) and initiatives that enhance the American Indian student experience.
7. Provide leadership within the Division of Student Life and Success and the University:
   - Serve on the Student Life and Success Leadership Team;
   - Actively participate on Division, University and other committees as needed.

8. Be active locally, regionally, and nationally in organizations that support and inform these areas.

9. Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)
   - Master’s degree from an accredited college or university (or Bachelor’s degree with equivalent combination of relevant education and experience may be substituted as appropriate).
   - Five (5) years of increasingly responsible management and full-time experience in Student Affairs or Higher Education Administration, Tribal Administration and Governance, or other relevant fields.
   - Demonstrated knowledge of and appreciation for American Indian culture and ways of life and a proven ability to effectively work with American Indian students, faculty, staff, and tribal leaders and entities. Experience in a diverse higher education environment.

PREFERRED QUALIFICATIONS:
   - Doctoral degree or coursework from an accredited college or university in a relevant field.
   - Ten (10+) or more years of increasingly responsible management and leadership experience in Student Affairs or Higher Education Administration, Tribal Administration and Governance, or other relevant fields.
   - Strong leadership, interpersonal, communication, team building, and problem-solving skills.
   - Demonstrated record of successful recruitment and retention of American Indian students in higher education institutions.
   - Experience in non-profit fundraising and grant writing with demonstrated record of sound fiscal management.
   - Demonstrated and considerable familiarity with American Indian history, spirituality, culture, language, and tradition, as well as direct experience in serving as a positive mentor and role model for American Indian students.

OTHER CONSIDERATIONS:
   - Must be able to lawfully accept employment in the United States at the time of an offer of employment.
   - Employment for this position is covered by the Administrator’s Plan, which can be found at https://www.bemidjistate.edu/offices/human-resources/wp-content/uploads/sites/99/2018/08/2017-2019-Administrators-Plan_Final.pdf
   - Official transcript(s) must be provided to Human Resources upon hire.
   - In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.
   - BSU and NTC are tobacco free workplaces (see policy)

Apply online: https://bemidjistate.peopleadmin.com/

A complete application shall include the following attachments:
   - Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University and Northwest Technical College
   - Resume / Curriculum Vitae
Inquiries:
Travis Greene, Associate Vice President for Student Life and Success
(218) 755-2075
travis.greene@bemidjistate.edu

If you have general questions about this posting or submitting an application, please contact Teresa Hanson at Teresa.Hanson@BemidjiState.edu.

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 65,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu and https://www.ntcmn.edu.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

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