

STONE CHILD COLLEGE

Job Description

Job Title:	<i>Language Specialist (ANA) – full-time for duration of the grant (ends June 30, 2018)</i>	
Reports To:	<i>Project Coordinator</i>	<i>Opens: November 3, 2017 – Closes: Monday, November 13, 2017 at 3:00 P.M.</i>
Salary:	<i>According to SCC Salary Scale – Education and Experience</i>	

Job Summary

Plan, implement, and monitor an efficient, timely, and accurate Chippewa Cree Tribe Language Preservation Project. Embracer of change efforts, with a recognized commitment to advancing excellence and implementing improvement.

Duties and Responsibilities

- Responsible for managing, organizing, staffing, communication, reporting, budgeting, coordinating, planning, and evaluating work assignments within the project.
- Assist in the language development efforts to meet all objectives of the project, as directed by the Project Coordinator.
- Assist in the implementation of the project, ensuring the goals and objectives are met on time and within budget which will serve as the functional lead for language development projects.
- Responsible for organizing meetings, meeting minutes, etc.

Knowledge – Skills – Abilities (qualifications)

- **Bachelor's Degree in related field, Masters preferred.**
- **Knowledge of:** general administrative methods inclusive of organizational strategies. General knowledge in computers; excel for data collection, software for transcribing Cree language, and compiling reports.
- **Skills:** exceptional interpersonal skills and team player, including a demonstrated ability to establish collaborative relationships, utilize reasoned judgment in complex, sensitive, political situations, and willingness to contribute in varied capacities to meet the project goals.
- **Ability to:** communicate effectively in both oral and written form, establish goals and objectives on a timely manner, direct and organize program activities.

Applicants must submit the listed items for a complete application:

- Letter of interest
 - Official Transcripts (Showing Degree)
 - Current Resume and SCC Application
 - Three (3) Reference Letters with contact information
- Applicant will be subject to drug testing & background check