

STONE CHILD COLLEGE

Job Announcement

Job Title:	<i>Project Counselor/Job Placement Officer - Native American Career and Technical Education Program (NACTEP)</i>
Opens:	<i>Opens: January 8, 2018 – Closes: Wednesday, January 17, 2018, 4:00 p.m.</i>
Reports To:	<i>NACTEP Project Coordinator</i>
Classification:	<i>Full-time for duration of the grant</i>
Salary:	<i>According to SCC Salary Scale, depending on experience and education – Fringe Benefits</i>

Duties and Responsibilities

- Dissemination of program information through an extensive media campaign which supervisor have approved
- Recruit and retain potential NACTEP participants and process completed NACTEP participants applications on database and EXCEL
- Devote 100% time on day to day project activities; counseling, guidance, tutoring, referrals, advising, job placement, job development, testing (administer, analyses, and monitor aptitude testing and interest inventories), and project reports
- Develop partnerships with tribal programs, private sector business, local agencies, and potential employers to be partners with the NACTEP in designing work – based learning and providing viable classroom directed field experience on the job placements
- Provide an extensive orientation detailing the career and guidance counseling services, requirements of NACTEP, as well as job placement available to and required with NACTEP participants each semester with agenda and sign-in sheets on file
- Schedule required individual meetings with NACTEP participants
- Monitor NACTEP student progress in classroom, direct contact with employer, academic instructors and advisors
- Maintain all student and classroom records
- Attend scheduled SCC Selection Committee meetings each semester for selection of NACTEP Participants
- Other duties as assigned by the Project Coordinator

Knowledge – Skills – Abilities (qualifications)

- Minimum education: B.S./B.A. Degree in Human Services or related field preferred
- Experience in managing program records of federally funded projects
- Ability to work independently and also possess the ability to work with the public
- Knowledge of theory and practices of guidance and counseling at post-secondary levels
- Skill in communicating effectively to convey information effectively
- Skill in collecting and analyzing data
- Ability to manage a budget and work within the constraints of that budget.
- Excellent communication skills, oral and written
- Candidate must have strong computer skills; data entry, e-mail, electronic filing, spreadsheets and using software programs.

To Apply:

Submit a Letter of Interest, SCC Application, Current resume, three current letters of reference, College Transcripts to Personnel Office.