

STONE CHILD COLLEGE VACANCY

8294 Upper Box Elder Road
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SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.

Position Title: PROJECT COORDINATOR FOR NATIVE AMERICAN CAREER & TECHNICAL EDUCATION PROGRAM (NACTEP)
Opens: April 3, 2019 – Closes: Monday, April 15, 2019 – 3:00 p.m.
Salary: According to SCC Salary Scale (education and experience) – FRINGE BENEFITS
Reports to: DEAN OF STUDENT SERVICES

DUTIES AND RESPONSIBILITIES

- Have strong communication, interpersonal, and organizational skills.
- Highly organized, self-motivated.
- Assist Project Counselor/Job Placement Officer in the development of career guidance and job placement/development component of the program.
- Identifies and uses existing community organizations, agencies and individuals who can serve as resources for the project.
- Develops individual career and technical education plans with all trainees and adults receiving services from the project.
- Prepare necessary reports as required.
- Coordinate all meetings for the SCC Career and Technical Committee.
- Provides community information and access to programs.
- Actively recruits potential students from target population.
- Meets with college and classroom field experience personnel once a month during the academic year to monitor student progress and rectify problems experience by students and personnel.
- Prepare and monitor Native American Career and Technical education Program Plans of selected students and classroom field experience trainees.
- Select and purchases program materials and supplies when needed.
- Ability to relate well to people and work with traditional, non-traditional, and minority students.
- Through knowledge of Chippewa Cree culture, language and traditions
- Other duties as assigned

QUALIFICATIONS

- B.S./B.A. Degree in Human Services, or related field with the State of Montana Certificate preferred.
- Experienced in managing program records of federally funded projects.
- Knowledge of Rocky Boy Indian Communities as to its geography, population groups, educational needs, and cultural differences.
- Computer literate using e-mail, data base programs, Microsoft word and excel.
- Ability and willingness to implement active learning hands-on projects.

TO APPLY

- SCC Application
- Current Resume
- Three (3) Current letters of reference
- Transcripts stating degree
- Background check upon hire
- Drug test upon hire, as outlined in the Tribal Ordinance #1-99
- Turn in complete application to Personnel Office – Wanda St. Marks