

# STONE CHILD COLLEGE

8294 Upper Box Elder Road  
Box Elder, MT 59521

[www.stonechild.edu](http://www.stonechild.edu)

Phone: (406)395-4875  
FAX: (406)395-4836

## Native American Career & Technical Education Program (NACTEP) Project Counselor/Job Placement Officer

CLOSING DATE:	<b>Thursday, April 13, 2017 by 3:00 P.M.</b>
SALARY:	depending on experience and education on SCC Salary Scale - Fringe Benefits
DEPARTMENT:	Student Services
EMPLOYMENT TERM:	Full-Time
SUPERVISION:	NACTAP Project Coordinator
GENERAL DUTIES:	<ul style="list-style-type: none"> <li>• Dissemination of program information through an extensive media campaign which supervisor have approved</li> <li>• Recruit and retain potential NACTEP participants and process completed NACTEP participants applications on database and/or EXCEL</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Schedule required individual meetings with NACTEP participants</li> <li>• Monitor NACTEP student progress in classroom, direct contact with employer, academic instructors and advisors</li> <li>• Maintain all student and classroom records</li> <li>• Attend scheduled SCC Selection Committee meetings each semester for selection of NACTEP Participants</li> <li>• Other duties as assigned by the Project Coordinator</li> </ul>
QUALIFICATIONS:	<ul style="list-style-type: none"> <li>• Minimum: B.S./B.A. Degree in Human Services or related field preferred</li> <li>• Experience in managing program records of federally funded projects</li> <li>• Knowledge of theory and practices of guidance and counseling at the post-secondary levels</li> <li>• Excellent communication skills, oral and written, to ensure open communication with students, staff, external contacts</li> </ul>
KNOWLEDGE, SKILLS & ABILITIES REQUIRED:	<ul style="list-style-type: none"> <li>• Candidate must have "<b>advanced</b>" computer skills such as e-mail, electronic filing systems, calendars, spreadsheets. Knowledge of using software programs used in maintaining an office such as CampsAnyware and Data Collection. Knowledge of spreadsheets, using excel.</li> </ul>
SUBMIT THE FOLLOWING FOR EMPLOYMENT:	<ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. SCC Application</li> <li>3. <b>Current</b> Resume</li> <li>4. College Transcripts (copies are acceptable)</li> <li>5. 3 letters of Professional References</li> </ol> <p style="text-align: center; color: red;"><b>The successful applicant will be subject to drug testing upon employment as outlined in Tribal Ordinance - 1-99</b></p>