

STONE CHILD COLLEGE VACANCY

Job Title:	SCC NSF TSIP Program Coordinator		
Reports To:	Stone Child College Dean of Academics		
Salary:	Dependent upon education and years of experience on salary scale	Open: 7-10-2018	Close: 7-23-2018
Job Duration:	July 15, 2018-June 30, 2021.		
IMPORTANT NOTES: SCC Board of Directors, President reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the institution. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities. - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job. This is a grant funded position and the grant award period is July 15, 2018-June 30, 2021.			

Job Purpose

The Stone Child College National Science Foundation, Targeted STEM Infusion Project, (SCC, NSF, TSIP) Program Coordinator will spend their time on day to day activities implementing the SCC TSIP program, administering and reporting on the grant activities to supervisor and to NSF. Will work in partnership with the Rocky Boy and Box Elder High Schools to recruit students to participate in the program. Will recruit incoming SCC freshman STEM majors to participate with the SCC TSIP program and will coordinate tutoring services. The program coordinator will also work with the Cultural Consultant with the Rocky Boy and Box Elder High Schools to coordinate courses to learn Native Plants and their cultural use, courses will be offered after school and during the summer throughout the duration of the project.

Duties and Responsibilities

- Develop a recruitment plan and disseminate within the community for the SCC NSF TSIP program.
- Recruit high school junior and seniors from the Box Elder and Rocky Boy High Schools to participate in the program.
- Recruit incoming SCC freshman STEM majors to participate in the program.
- Duties and responsibilities as outlines in the SCC NSF TSIP grant.
- Work with cultural consultant to develop curriculum for the high school students.
- Submit monthly activity reports to supervisor.
- Submit all reporting requirement to NSF.
- Monitor program participants, provide tutoring services.
- Track student participant data.
- Other related duties as assigned.

Qualifications

- Bachelor's Degree in Education or related field, required Montana Class 7 Native American Language Educator License endorsement for Chippewa Cree Language.
- Experience in grants management, preferably those in higher education.
- Excellent written, oral, interpersonal and organizational skills.
- Excellent computer skills; (excel, word, adobe pro, power point)

Preferences

Stone Child College gives preference in hiring to qualified Chippewa Cree Tribal members, American Indians and Veterans.

To Apply: Please submit a hard copy of a letter of interest, resume, official transcripts, three current professional letters of reference with contact information and an SCC application. (www.stonechild.edu) Incomplete applications will not be reviewed for the position, only complete applications.

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