

# STONE CHILD COLLEGE VACANCY

8294 Upper Box Elder Road  
Box Elder, MT 59521

www.stonechild.edu

Phone: (406)395-4875  
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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 YOUTH COMMUNITIES PROGRAM (NYCP)  
**Opens:** May 7, 2019 – Closes: Thursday, May 16, 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.
- Serve as project oversight for the Indian Demonstration Project in completing program objectives, collect and summarize all documentation, records, and reports for U.S. Department of Education and external evaluator.
- Participate and implement weekend and quarterly CAMP meetings with high school students.
- Oversee and maintain 60-student Mentor/Mentee program within the local high schools. Will be responsible for maintaining monthly reports to the Dean of Student Services.
- Ensure a confidential accurate filing system is maintained as required by the plan of operations. Implement activities to achieve program objectives in cooperation with program staff, Stone Child College, and Consortium members.
- Identifies and uses existing community resources as needed.
- Carries out project services and project design as described in the Indian Demonstration Proposal.
- Implements internal evaluation activities to document program successes and failures. Set-up and coordinate Dual Enrollment with both local high schools.
- Make recommendations to the Consortium for program improvement. Implement hands-on-learning activities with students parent out-reach as needed.
- Coordinate and set-up Strengthening the Families class sessions utilize community resources as needed for project implementation ACT preparation with high school students
- Recruit students to SCC from the local high school.
- Assist students with and parents with FASFA
- Other duties as assigned

## QUALIFICATIONS

- B.S. /B.A. Degree in Education, Human Services, or related field preferred.
- Have supervisory skills.
- 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

Please turn in complete applications to:  
Wanda St. Marks