

AANIHH NAKODA COLLEGE

JOB DESCRIPTION: STUDENT SUPPORT SERVICES (SSS) ADVISOR
DEPARTMENT: STUDENT SERVICES
CLASSIFICATION: SUPPORT

PERFORMANCE DESCRIPTION: To provide the best quality student and community services within the Student Services Department. The position is support, full-time, 10-month, and salaried. This position is supervised by the Student Support Services Director.

PERFORMANCE RESPONSIBILITIES: In accordance with the Aaniiih Nakoda College Mission Statement and College Core Themes and Goals, the SSS Advisor shall provide needs assessment and individual educational plans for the SSS participants; counsel students toward graduation and postsecondary transfer; act as liaison between SSS participants and four-year universities; provide campus visits to four-year universities; assist with transfer admissions and financial aid applications; provide financial literacy on study skills and financial aid; organize and attend SSS cultural activities; register SSS participants for academic courses; and create quarterly SSS newsletter and promotional brochures.

QUALIFICATIONS REQUIRED:

- A Bachelor's Degree in counseling or closely related to job description, with experience in student services.
- Four years' experience working with low-income, first-generation college students and students with disabilities.
- Knowledge of academic advising and working in an administrative setting a plus.
- Demonstrate interest and experience in working with disadvantaged students.
- Excellent oral and written communication skills.
- Representative of target population.

Salary: Salary commensurate with experience and education.

How to apply:

Submit: 1) Letter of Application; 2) Current Resume; 3) Official College Transcripts; 4) 3 ***current*** letters of recommendations. Please have letters of recommendation correlate with the job you are applying for. Please send application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353-2607 x 3901 or by email, mbrockie@ancollege.edu.

Open until filled. Incomplete applications will not be considered.

Aaniiih Nakoda College does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

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