

AANIIIIH NAKODA COLLEGE
RESEARCH COORDINATOR
AANIIIIH NAKODA ÍÍTAANNÍ/TATAGA (BUFFALO) RESEARCH AND EDUCATION CENTER
POSITION DESCRIPTION

Position Research Coordinator

General Description

Aaniiih Nakoda College is seeking an individual who would be interested in the Research Coordinator position in the Aaniiih Nakoda íítaanní/Tataga (Buffalo) Research and Education Center. This is a full time, nonsupervisory position. The Research Coordinator will report directly to the Aaniiih Nakoda íítaanní/Tataga (Buffalo) Research and Education Center Co-Directors. The Research Coordinator shall:

- Plan, organize and implement Aaniiih Nakoda íítaanní/Tataga (Buffalo) Research and Education Center research activities in cooperation with project faculty and staff
- Provide support and oversight for student researchers and interns working under the project
- Manage day-to-day activities associated with the Aaniiih Nakoda íítaanní/Tataga (Buffalo) Research and Education Center
- Center research studies
- Maintain project files
- Assist in project report preparation
- Enter project data into appropriate databases for research, evaluation and reporting purposes
- Assist in the preparation of research papers and conference presentations
- Fulfill other duties as assigned by Aaniiih Nakoda íítaanní/Tataga (Buffalo) Research and Education Center

Qualifications

- Bachelor's degree in relevant field of study
- Strong written and oral communication skills
- Excellent interpersonal and organizational skills
- Ability to maintain project records and files
- Computer literacy
- Experience working with federally-funded grant projects
- Ability to work independently with minimal supervision
- Valid Montana driver's license
- Commitment to the educational mission of Aaniiih Nakoda College
- Thorough knowledge of the people, lifeways, history, geography, and educational needs of the Fort Belknap Indian Reservation

Salary

- Salary According to the ANC Salary Scale; commensurate with experience and qualifications.

Submit to apply

- Letter of Application;
- Current Resume;
- Official College Transcripts;
- 3 current letters of recommendations. Please have letters for 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 mbrockie@ancollege.edu. Open until filled.

Aaniiih Nakoda College does not discriminate based on 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.

Incomplete applications will not be considered.

September 9, 2021/mk/sf/mb