

Aaniiih Nakoda College Position Description

Title: Project Assistant/Data Entry Technician
Program: Native American Career & Technical Education Project
Department: Student Services

Job Summary: Routine office duties for the position include, but are limited to; filing routine correspondence, operate office machinery: copy/fax machine, 10-key calculator, personal computers (PC), scanner, and ability to use Microsoft Office software. Must have excellent customer service skills, professional manner and comply with college dress code, and must possess professional telephone etiquette.

Performance Objectives:

- Word process all correspondence, reports, etc for the project staff on a timely basis.
- Maintain all student and classroom/field experience records.
- Maintain all files in compliance with reporting requirements and office management.
- Prepares approved purchase orders for all program materials and supplies.
- Arrange and expedite all approved travel requests for program staff.
- Provide instructional staff with NACTEP profiles to assist them in Individual Educational Plan (IEP).
- Prepares and disseminates information which supervisors have approved.
- Prepare NACTEP trainee timesheets.
- Maintain strict confidentiality.
- Perform other duties as assigned.

Qualifications:

- Must have earned an Associate Degree in Business or Associate Degree in Computer Applications or related field.
- Knowledge of and prior experience with Indian education programs, preferably with experience working with American Indian adults.
- Must possess knowledge of post-secondary and vocational education training.
- Must possess and understand interpersonal communication skills.
- Must have the ability to identify human potential.

Salary: According to the ANC Salary Scale, commensurate with experience and qualifications.

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 222 or visit the website www.ancollege.edu or email mbrockie@ancollege.edu.

This position will remain open until filled.

An incomplete application will not be considered.