

AANIHH NAKODA COLLEGE
Aaniih Nakoda Nic?-Mni Center
Project Manager

The Aaniih Nakoda Nic?-Mni Center Project Manager performs duties and will work with the water project staff and faculty, academic department and with the Dean of Academic Affairs. Responsibilities include: work with community partners and stakeholders to ensure effective coordination of project activities; enter project data in to appropriate databases for research, evaluation and reporting; serve as a community ambassador for ANC and the Aaniih Nakoda Water Project. The Project Manager will report directly to the Dean of Academic Affairs. This position requires flexibility, excellent interpersonal skills, coordination/organizational experience, and the ability to work well with all levels of internal management, faculty, and staff, as well as students. Specifically, duties will include:

Performance Objectives

- Commit to the educational mission of Aaniih Nakoda College;
- Oversee and manage day-to-day operations of the Aaniih Nakoda Nic?-Mni Center;
- Maintain project files;
- Assist in project report preparation;
- Plan, organize and implement Aaniih Nakoda Nic?-Mni Center outreach activities in cooperation with project faculty;
- Work with community partners and stakeholders to ensure effective coordination of project activities;
- Enter project data into appropriate databases for research, evaluation and reporting purposes;
- Serve as community ambassador for the Aaniih Nakoda Nic?-Mni Center;
- Assist in the preparation of research papers and conference presentations; and,
- Fulfill other duties as assigned by Aaniih Nakoda Nic?-Mni Center staff and faculty.

Qualifications

- Bachelor's degree required 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;
- Experience organizing community outreach and education programs;
- Valid Montana driver's license; and,
- Thorough knowledge of the people, lifeways, history, geography, and educational needs of the Fort Belknap Indian Reservation.

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

Submit to Apply

- Letter of Application;
- 2) Current Resume;
- 3) Official College Transcripts;
- 4) 3 current letters of recommendations. Please have letters for recommendation correlate with the job you are applying for.
- Please send application to Aaniih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353-2607 x 222 or mbrockie@ancollege.edu.
- Aaniih Nakoda College is an equal opportunity employer.

Open until filled

Incomplete applications will not be considered.