

AANIIH NAKODA COLLEGE
Aaniih Nakoda Teacher Training Project
Project Proctor/Administrative Assistant Position Description

The Proctor/Administrative Assistant performs administrative duties for the Aaniih Nakoda Teacher Training Project and academic department and will work closely with the Dean of Academic Affairs and Teacher Training project staff. 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 Teacher Training project; screening calls; process travel and meeting arrangements including submission of travel requests and claims; maintenance of basic office and instructional supplies; coordination of student class evaluations. 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;
- Coordinate work flow in the academic department and project;
- Facilitate communication throughout campus, departments and the Teacher Training project;
- Update and follow up on delegated tasks to ensure progress to deadlines;
- Be able to work unsupervised;
- Keep activities and projects on schedule;
- Maintain academic/faculty procedures manual to ensure consistent performance of routines;
- Assist in the preparation of research papers and/or presentations;
- Plan, organize and implement the outreach activities in cooperation with project coordinator and faculty.

Communication

- Compose correspondence/reports for project or supervisor's signature;
- Arrange essential mail in priority action order for Dean of Academic Affairs and Project Coordinator and process outgoing mail;
- Manage incoming calls for department and assist the ANC receptionist when necessary;
 - Handle all inquiries within capacity;
 - Arrange "callbacks" to protect supervisor's time;
 - Route calls as needed to appropriate staff;
 - Conduct phone surveys/inquiries as needed.
- Set appointments/meetings as needed and assure all room arrangements are made;
- Maintain calendar;
- When supervisor chairs meetings:
 - Prepare agenda in advance
 - Arrange meeting facilities
 - Serve as recorder for departmental/project meetings; prepare draft and official minutes.
- Be aware of FERPA regulations regarding confidentiality;
- Assure discreet handling of all business;
- Arrange travel through the Business Office protocol;
- Arrange travel requests in advance

- Prepare itinerary, trip file and supplies;
- Work with project and departmental budgets and prepare reports for both;
- Complete travel claim report travel is completed;
- Improve/tighten storage/retrieval systems including the disposal of expired documents and materials;
- Update and manage files/folders of documents, records, and correspondence.

Tasks

- Update monthly and annual calendar for department and project;
- Set up "exception reporting" system to handle routines without supervision;
- Routinely re-order department/project supplies;
- Update mail/phone directories;
- Maintain bulletin boards in the Little River Learning Lodge;
- Assist faculty with Empower for student attendance requirements;
- Process student evaluations of classes every semester and compile results.

Qualifications

- Bachelor's degree in relevant field of study;
- Knowledge of and prior experience with post secondary education;
- Knowledge of and prior experience with federally funded projects;
- Ability to work in a professional setting and maintain confidentiality of student and personnel information;
- Ability to communicate effectively;
- Must have a valid Montana driver's license;
- Must have 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.

How to apply

Submit 1) 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 Aaniiih 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.

Open until filled

Incomplete applications will not be considered.