

AANIHH NAKODA COLLEGE
NSF TCUP ICE-TI CIS PROJECT ASSISTANT
POSITION DESCRIPTION

Job Title: NSF TCUP ICE-TI Project Assistant

General Description: The Project Assistant will be a full-time hire who will work under the supervision of the NSF (National Science Foundation) TCUP (Tribal Colleges and Universities Program) ICE-TI (Institutional Capacity Excellence in TCUP Institutions) Project Director. The NSF ICE-TI grants support ANC in building STEM capacity at both the student and faculty level through a suite of activities, including the development and implementation of a new Bachelor of Science degree program in Computer Information Systems. The Project Assistant will be responsible for aiding in the completion of grant management tasks. This includes assisting with outreach/student recruitment activities, organizing project events, supporting short course development and instruction, providing administrative support (e.g., calling and emailing participants), ordering supplies and materials, and handling purchase orders and check requests.

Job Summary: The Project Assistant will play a crucial role in supporting the creation and implementation of ANC's new CIS B.S. degree program. This position involves a variety of administrative, organizational, and research tasks to ensure the successful launch and ongoing management of the program.

Key Responsibilities:

- Aid in the development and coordination of the CIS degree curriculum.
- Conduct research on industry trends and educational standards to inform program content.
- Coordinate meetings, prepare agendas, and take minutes for the program development team.
- Manage communication with faculty, industry partners, and other stakeholders.
- Help in the creation of marketing materials and outreach efforts to promote the new program.
- Maintain records and documentation related to the program's development.
- Provide administrative support to the program director and faculty members.

Knowledge and Skills:

- Knowledge of and unreserved commitment to Aaniih Nakoda College's mission statement.
- Understanding of general higher educational and vocational training.
- Ability to collaborate effectively with community partners and stakeholders.

Qualifications:

- Associates degree (minimum) in a related field (e.g., CIS, Education, Business Administration, Information Technology).
- Skills in organizing resources and setting up priorities.
- Ability to contribute creative ideas and information to grant team members in areas of outreach and recruitment.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office Suite and other relevant software.
- Ability to work independently and as part of a team.
- Prior experience in an educational or administrative role is a plus.
- Knowledge of the people, lifeways, history, geography, and educational needs of the Fort Belknap Indian Reservation.

Benefits:

- Competitive salary and benefits package (paid leave and holidays; health, dental, and vision insurance; employer 401k contribution).
- Opportunity to be part of an innovative educational initiative.
- Professional development and growth opportunities.

AANIHH NAKODA COLLEGE
NSF TCUP ICE-TI CIS PROJECT ASSISTANT
POSITION DESCRIPTION

How To apply:

1. Complete ANC Employment Application (download from <https://www.ancollege.edu/services-7>)
2. Submit official transcripts
3. Submit three (3) current letters of recommendation. Please have letters of recommendation correlated with the job you are applying for and they are emailed by the person writing them.
4. Please email or mail your application to Aaniih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353- 3901 or mbrockie@ancollege.edu.
5. This position is open until filled. Incomplete applications will not be considered.

Aaniih 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.