Aaniiih Nakoda College
Job Description

JOB DESCRIPTION: STUDENT SUPPORT SERVICES PROJECT (SSSP) DATA MANAGER
DEPARTMENT: STUDENT SERVICES
CLASSIFICATION: SUPPORT

PERFORMANCE DESCRIPTION: To provide the best quality student and community services within the Student Services Department. The position is support, full-time, 10-month. This position is supervised by the Student Support Services Director.

PERFORMANCE RESPONSIBILITIES: In accordance with the Aaniiih Nakoda College Mission Statement and College Core Themes and Goals, the SSS Data Manager shall maintain and implement efficient and secure procedures for data management with attention to all technical aspects. Establish and maintain various computerized and paper files and records for student data, purchase orders, requisitions, inventory and office supplies for the program and provide training to TRIO staff for data software. Work as a team member to participate in setting up workshops, conferences, and other meetings; create and disseminate program outreach materials via print, radio, and electronic media; manage electronic media page; facilitate student account setup with software programs, as well as orientation to educational software platforms.

QUALIFICATIONS REQUIRED:

- An associate degree in computer science, information systems or closely related to job description, with experience in student services, office etiquette, and working in an administrative setting.
- Excellent oral and written communication skills.
- Knowledge and experience with word processing, excel spreadsheet and database systems.
- Collaborate with team members to prioritize programmatic information reporting.
- Conduct regular audits to ensure data is accurate and complete.
- Ability to extract, import and organize information.
- Ability to perform mathematical calculations.
- Ability to manage and create reports on learning software usage.
- Ability to maintain and update data for Annual Performance Report.
- Representative of target population.

Salary: Salary commensurate with experience and education.

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 correlated with the job you are applying for and to be emailed directly to mbrockie@ancollege.edu by the author. 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 by email, mbrockie@ancollege.edu.

Open until filled. Incomplete application will not be considered.

Aaniiih Nakoda College does not discriminate on the basis of 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.

Revised July 9, 2024/RH/mb