

**AANIHH NAKODA COLLEGE
JOB ANNOUNCEMENT**

SUCCESS CENTER COORDINATOR AND HiSET INSTRUCTOR

Job Summary: The Coordinator/Instructor (C/I) will work with participants interested in earning their General Equivalency Diploma. The Coordinator/Instructor will work with participants throughout the reservation, including Agency, Hays and Lodge Pole. C/I will follow a structured classroom environment on a weekly basis, enabling individual access to a learning environment and study time. The C/I is responsible for scheduling and proctoring placement tests. The C/I will be responsible for the supervision and usage of the Success Center. The C/I is responsible for scheduling all tutoring for students and gathering statistical data. The C/I is directly supervised by the Director of Student Support Services.

Job Description:

- Responsible for continuing the existing HiSET Program schedule.
- Shall maintain necessary individual participant academic records.
- Shall confer with all participants regarding the progress in program.
- Shall work with prospective students and area contacts from Hays and Lodge Pole areas.
- Responsible for the scheduling tutor sessions with students for all academic programs.
- Responsible for scheduling and proctoring the college placement test.
- Responsible for gathering and analyze campus wide tutoring data and ABE/HiSET data.
- Responsible for maintaining computerized collected tutoring data.
- Responsible for preparing an annual report summarizing the Success Center activities, accomplishments, challenges, weaknesses and will offer solutions when needed.

Qualifications:

- Required BA/BS degree in Education or closely related fields.
- At least three years teaching experience.
- Experience working with adult learners.
- Familiar with the delivery of Adult Education services and best practices for working with adult students.
- Sensitive to needs of low-income individuals and adult learners.
- Able to work independently.
- Must be proficient in Microsoft applications.
- Self-motivated, creative, and able to adapt to change.
- Excellent oral and written communication skills.
- Knowledge of the Fort Belknap Indian Community and the cultures, histories and traditions of the Aaniiih and Nakoda Tribes.

Salary: Based accordingly on education and experience.

How to apply:

Submit 1) ANC Employment Application; 2) Current Resume; 3) College Transcripts; 4) 3 current letters of recommendation. Please have letters for recommendation correlate with the job you are applying for and send by email to Assistant to the President. Please have official transcripts sent directly to Assistant to the President. Please send the ANC employment application and resume to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353-2607 x 3901 or mbrockie@ancollege.edu.

Incomplete applications will not be considered. Position open until filled.

Aaniiih 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.

SCC/ABE Form 01/2015/cb/mb; Revised 01/2021/mb; Revised 07-11-2022/KB/mb; Revised/MB, 01-10-2025.