

Aaniiih Nakoda College
Position Description

Title: Project Assistant/Data Entry Technician
Program: Native American Career & Technical Education Project (NACTEP)
Department: Student Services

Job Summary: Routine office duties for the position include, but are not limited to filing routine correspondence, operating office machinery: copy/fax machine, 10-key calculator, personal computers (PC), scanner, and the ability to use Microsoft Office software. Must have excellent customer service skills, a professional manner, and comply with the college dress code, and must possess professional telephone etiquette.

Performance Objectives:

- Process all correspondence, reports, etc., for the project staff on a timely basis.
- Maintain all student and classroom/field experience records.
- Maintain all files in compliance with reporting requirements and office management.
- Prepares approved purchase orders for all program materials and supplies.
- Arrange and expedite all approved travel requests for program staff.
- Provide instructional staff with NACTEP profiles to assist them in Individual Educational Plan (IEP).
- Prepares and disseminates information that supervisors have approved.
- Prepare NACTEP trainee timesheets.
- Maintain strict confidentiality.
- Perform other duties as assigned.

Qualifications:

- Must have earned an Associate Degree in Business or Associate Degree in Computer Applications or related field.
- Knowledge of and prior experience with Indian education programs, preferably with experience working with American Indian adults.
- Must possess knowledge of post-secondary and vocational education training.
- Must possess and understand interpersonal communication skills.
- Must have the ability to identify human potential.

Salary

- Salary is based on education, experience, and qualifications.

To apply: Complete and submit the ANC Employment Application and three current letters of recommendation. Please provide letters of recommendation that align with the job you are applying for. Please send the 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 mbrockie@ancollege.edu. Visit our website: www.ancollege.edu/careers to download the ANC Employment Application and the job description. **Open until filled.** Incomplete applications will not be accepted.

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.

September 2016/CB/mb
September 2021/BP/mb
January 28, 2026/mb (format only)