

AANIIH NAKODA COLLEGE

JOB DESCRIPTION: STUDENT SUPPORT SERVICES (SSS) DIRECTOR

DEPARTMENT: STUDENT SERVICES

CLASSIFICATION: ADMINISTRATIVE/SUPERVISORY

PERFORMANCE DESCRIPTION: To provide the best quality student and community services within the Student Services Department. The position is administrative, full-time, 11-month, and salaried. This position is supervised by the Dean of Student Affairs.

PERFORMANCE RESPONSIBILITIES: In accordance with the Aaniiih Nakoda College Mission Statement and College Core Themes and Goals, the SSS Director shall approve expenditures of all Student Support Services grant funds to facilitate objectives; prepare and submit required college and Federal reports; recruit, hire, supervise, and evaluate program staff using established college policies; develop and evaluate orientation and training for SSS staff; participate in appropriate meeting, workshops, and conferences; develop and evaluate program policies and procedures; participate in college committee assignments and scheduled meetings; foster faculty support and involvement in the program; conduct ongoing formative and summative program evaluation; and prepare and maintain budget following Federal guidelines.

QUALIFICATIONS REQUIRED:

- A Bachelor's Degree in Business Management or Administration, or Communications or closely related to job description; with experience in academic advising, and/or student services, PREFERRED; Master's Degree in Business Management or Administration, or Communications or closely related to job description.
- Four years' experience in counseling, education, teaching, and/or administrative work.
- Demonstrate interest and experience in working with disadvantaged students.
- Knowledge of Federal grants administration, including relevant regulations.
- Excellent oral and written communication skills.
- Representative of target population.

Salary: Salary commensurate with experience and education.

How to apply:

Submit: 1) ANC Employment Application; 2) Current Resume; 3) Official College Transcripts; 4) 3 current letters of recommendations; please have letters of recommendation correlate with the job you are applying for. Letter of recommendation to be sent directly to Assistant to the President. 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 applications 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.