

AANIIIH NAKODA COLLEGE
POSITION DESCRIPTION: NURSING PROGRAM ASSISTANT

Performance Description: Aaniih Nakoda College is seeking a motivated individual as an assistant for the nursing program of the “Grow Our Own” Nursing Educational Program. This position is located at a student-centered tribal college located in rural northcentral Montana. The qualified candidate will have the opportunity to assist the Nursing Program director, nursing faculty and nursing students in meeting program requirements.

Responsibilities include, but are not limited to:

- Communicating (often as the first contact) with potential and current students, various callers, campus staff and faculty, nursing program director, nursing faculty, and individuals who contact the nursing program
- Ordering and assistance with organization of supplies
- Copying materials as requested
- Obtaining various supplies and materials as requested
- Researching various topics for specific information as requested
- Relaying information to students, campus staff and faculty, nursing program director and nursing faculty
- Assist with development of reports and data collection as requested
- Assistance with development and maintenance of records, spreadsheets, contact information, monthly tickler files, monthly reports and team meeting notes
- Technological assistance with simulation, learning platforms (like Moodle) and standardized testing utilized throughout the nursing program. This requires the knowledge and use of computers, ability to learn and navigate software platforms, and assist instructors utilizing technological knowledge and skills in the nursing program.

Qualifications

- Associate degree preferred, equivalent experience considered.
- A person who is self-motivated, organized, and able to adapt to and learn modern technology
- A person who communicates effectively
- Ability to work effectively with a variety of students in a higher education setting
- Ability to demonstrate a commitment to the Mission of Aaniih Nakoda College
- Experience as a team player and ability to also work independently.
- Ability to demonstrate cultural sensitivity and humility for all members of the community in a professional manner
- Ability to learn and problem solve technological issues with learning platforms, simulation software and hardware, and standardized testing software.

Salary

- According to ANC salary scale

How to apply:

- Submit: 1) Letter of application, 2) Current Resume 3) Official Transcripts, 4) three Letters of recommendation from professional references as requested.
- Send application to Aaniih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526
- Incomplete applications will not be considered. This position is open until filled.

Aaniih 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.