

AANIIEH NAKODA COLLEGE

JOB DESCRIPTION: TITLE III STUDENT SUCCESS NAVIGATOR POSITION
DEPARTMENT: STUDENT SERVICES
CLASSIFICATION: ADMINISTRATIVE

PERFORMANCE DESCRIPTION: To provide the best quality student and community services within the Student Services Department. The position is administrative, full-time, 12-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 Student Success Navigator shall Chair the ANC Retention Committee and work closely with faculty, staff, and administration throughout the college; shall coordinate the implementation of the retention component of the College's Student Success Pathway Plan; assist in all other phases of the College's Student Success Pathway Plan; develop and coordinate an early system and provide follow up assistance with students and faculty; develop and coordinate ANC College's Success Academy for incoming students; contact students on probation and suspension and work with them to develop individualized college success plans; contact students who have "stopped out" after completing 50% or more of their graduation requirements and work with them to develop college completion plans; assist with student orientation and engagement programs; assist with gathering and analyzing student success data; and perform all other duties necessary for the successful completion of the project and the effective delivery of retention services across campus.

QUALIFICATIONS REQUIRED:

- A Bachelor's Degree in Education or closely related to job description; with experience in academic advising, and/or student services.
- Three years' experience in education and student services in a postsecondary level.
- Knowledge of student success practices.
- Excellent oral and written communication skills.
- Strong interpersonal communication skills.
- Knowledge of the Fort Belknap Indian Community and the lifeways and histories of the Aaniiih and Nakoda Nations.

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 correlate with the job you are applying for. 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.