

**AANIIH NAKODA COLLEGE
POSITION DESCRIPTION**

Program: NSF ICE-TI/TSIP
Position: Program Assistant
Department: Academic

General Description

The Project Assistant will be a temporary full time hire who will work closely with the NSF ICE-TI and TSIP Program Director. The NSF ICE-TI and TSIP grants use a suite of activities that support ANC in building STEM capacity at both the student and faculty level. The Project Assistant will be responsible for aiding in the completion of grant management tasks. This includes assisting with outreach/student recruitment activities, organizing events, assisting in developing and teaching short courses, conduct administrative support duties such as participant support (calling and emailing participants), ordering supplies and materials, handling purchase orders and check requests. The grant work utilizes teaching labs to carry out project goals and objectives. The Assistant responsible for general lab upkeep (i.e. washing glassware/lab instruments and proper storage of lab materials), lab preparation (for short courses), and ensuring lab environment meets OSHA standards. The Project Assistant will also work with other grant team members to help facilitate grant goals and objectives. The NSF ICE TI/TSIP Program Director is the immediate supervisor.

Knowledge and Skills

- Knowledge of and unreserved commitment to Aaniiih Nakoda College's mission statement;
- Understanding of general higher educational and vocational training;
- Ability to work effectively with community partners and stakeholders;

Qualifications

- Associate degree (minimum) required in science or closely related field;
- Skills in organizing resources and establishing priorities;
- Ability to contribute creative ideas and information to grant team member in areas of outreach and recruitment;
- Skills in attention to detail, critical thinking and decision-making skills, ability to follow through with project goals and objectives;
- Possess proficient communication skills and willingness to learn;
- Must be able to work independently and at times, with people of all ages;
- Must possess a current Montana driver's license;
- Knowledge of the people, lifeways, history, geography, and educational needs of the Fort Belknap Indian Reservation.

Salary: \$16.00 per hour

Submit to apply:

- Letter of Application;
- 2) Current Resume;
- 3) Official College Transcripts;
- 4) 3 current letters of recommendations. Please have letters for 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 mbrockie@ancollege.edu. Closes August 26, 2021, 4:00 p.m.

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.

Incomplete applications will not be considered.

August 9, 2021/ctm/mb

Revised August 12, 2021/ctm/mb