STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, Montana 59521. (406) 395-4875 (406) 395-4836 (fax)

OPEN POSITION

Job Title:	***Project Coordinator-SCC ANA Language Project***
Opens:	***Opens: November 18, 2020 – December 2, 2020***
Supervisor:	***Dean of Academics***
Classification:	*Full-Time for duration of grant 9/30/2023*
Salary:	***According to SCC Salary Scale, depending on experience and education – Fringe Benefits - $19.46 - $23.73/hr.***

JOB SUMMARY

- Plan Implement and Monitor SCC ANA Language project in accordance with objective work plans in cooperation with Co-Project Directors, and SCC Board of Regents.
- Responsible for day to day activities of the project, ensuring goals and objectives are in met on time and within budget.
- Will oversee the Language Expert and all project consultants.
- Responsible for maintaining all monthly, quarterly and closeout reports related to the project.
- Submit performance project progress and financial reports according to (OPR, ADR, SF-425, DPM)
- Submit performance project progress and financial reports on a semiannual basis.
- Will work closely with Language Expert, Faculty and Curriculum Committee to develop an Associates Degree in the Cree Language.
- Attend all community and national meetings pertaining to project.
- Identify Language Advisors in the community to help with developing curriculum.
- Develop course ed plan and curriculum in cooperation with the Project staff.
- Will recruit students and dissemination of materials to build interest in the degree program.
- Conduct data collection and evaluation activities.
- Work with Graphic Designer to develop recruitment, retention, and dissemination materials.
- Other duties as assigned by supervisor.

REQUIREMENTS

General Requirements:

- Experience in managing program records of state and federally funded projects.
- Experience working with Tribal communities.
- Demonstrate the ability to work effectively with diverse student learners.
- Demonstrate ability to motivate and lead staff.
- Ability to communicate effectively orally and in writing.
- Ability to recruit potential students to degree program.
- Experience in developing positive interactions with the public.
- Experience planning, implementing, marketing, and evaluating programs.
- Knowledge of Rocky Boy Indian Reservation as to geographical, population, educational needs, and cultural differences preferred.

Education and Experience:

- Bachelor's Degree in Education or related field.
- Must have a Class 7 Certification
- Have advanced computer skills; Excel, Word reporting on the internet, and outlook (email)

HOW TO APPLY

Please submit either hard or electronic copies in Portable Document Format (PDF) letter of interest, updated resume, transcripts, three professional letters of reference with contact information (current), and an SCC application.

Provide a 500-word writing sample by answering the following question: How important is to improve the vitality of the Cree language.

Provide a list of grants that you have successfully administered in the Cree Language in the past 5 years.

(www.stonechild.edu)

Email: Wanda St. Marks, Personnel - wstmarks@stonechild.edu Only complete application packets will be considered. Upon hire, all positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.