

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Learning Center Support Staff
Opens:	October 23, 2025 – November 5, 2025
Supervisor:	Director of Student Support Services
Classification:	Full time (one year)
Salary:	According to SCC Salary Scale, depending on experience and education – Fringe Benefits

JOB SUMMARY:

The Learning Center Support Staff assists with the daily operations of the Learning Center, providing clerical, technical, and student support services. This position helps maintain a welcoming environment for students, tutors, and faculty, and ensures the smooth delivery of academic support services.

JOB DUTIES:

- Greet and assist students, staff, and visitors in a professional and helpful manner.
- Provide clerical support, including answering phones, scheduling appointments, and maintaining records.
- Assist with coordinating tutoring, counseling, and workshop services.
- Monitor student use of the Learning Center, ensuring proper sign-in/sign-out procedures.
- Maintain and organize learning materials, supplies, and computer resources.
- Provide basic technical support for computers, printers, and software used in the center.
- Support data entry and reporting for grant or institutional requirements.
- Assist with promoting Learning Center services through flyers, social media, and campus communications.
- Uphold confidentiality of student information and comply with institutional policies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Associate degree required.
- Strong communication and interpersonal skills
- Proficiency in Microsoft Office and basic computer troubleshooting
- Ability to work independently and as part of a team
- Experience working in an educational setting preferred.

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- Letter of interest
- Current resume or CV
- Transcripts (unofficial may be used at time of application, but official will be required upon hiring)
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application (<https://www.stonechild.edu/employment/>)

Via email to: Human Resources at hr@stonechild.edu complete applications will be considered. 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.