

STONE CHILD COLLEGE

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

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Director Student Support Services (TRIO)
Opens:	October 21, 2025 – November 3, 2025
Supervisor:	Dean of Student Support
Classification:	Full time
Salary:	According to Grant budget, depending on experience and education – Fringe Benefits

JOB SUMMARY:

The Director Student Support Services (TRIO) is responsible for overseeing the successful implementation, management, and reporting of the assigned grant program(s). This role ensures that all activities align with the grant objectives, comply with funding requirements, and support student success. The Director of SSS will supervise and provide guidance to the SSS Tutor and SSS Counselor, ensuring that services delivered are effective, coordinated, and meet the needs of students.

JOB DUTIES:

- Provide leadership and management for all aspects of the grant program.
- Supervise, support, and evaluate the Tutor and Counselor, ensuring coordinated services for students.
- Monitor program activities to ensure compliance with grant guidelines, timelines, and deliverables.
- Manage program budgets, expenditures, and financial reporting in collaboration with the finance office.
- Develop and maintain accurate records, reports, and documentation for internal use and submission to the funding agency.
- Collaborate with faculty, staff, and community partners to maximize student support services.
- Conduct regular meetings with grant staff to review progress, challenges, and strategies for improvement.
- Collect, analyze, and report student data and outcomes as required by the grant.
- Provide professional development opportunities and guidance for staff working under the grant.
- Serve as the primary point of contact for the funding agency and college administration regarding grant operations.
- Perform other related duties as assigned to ensure the success of the program.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's degree required. Master's degree preferred in education or related field.
- Experience in program management, preferably with grant-funded projects.
- Supervisory and leadership experience.
- Strong organizational, communication, and interpersonal skills.
- Knowledge of grant compliance, reporting, and budgeting.
- Ability to work collaboratively with staff, students, and stakeholders.
- Excellent verbal and written skills

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)

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- SCC application (<https://www.stonechild.edu/employment/>)

Via email to: Human Resources – hr@stonechild.edu Only 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.