

STONE CHILD COLLEGE

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

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Demo-NYCP (Native Youth Community Project) School Liaison Coordinator
Opens:	Open until filled
Supervisor:	Native Youth Community Project Director
Classification:	Full time
Salary:	According to budget – Fringe Benefits

JOB SUMMARY:

Will serve as High School Liaison Coordinator. Will work with high school staff in the implementation of in-school and after school activities to include Financial Aid, Scholarships, College Readiness/Admissions Applications for Seniors. Assist in the setting up of ACT/SAT testing for Juniors and Seniors as well as Accuplacer Testing. Make home visits to parents & students. Responsible for coordination of CAMP activities, active learning activities, planning and implementation of Pre-K activities, and direct services provided to participants. Carry out program objectives as described in the proposal.

JOB DUTIES:

- Coordinate day-to-day activities at local schools (BES, RBS).
- Work closely with high school planners to coordinate in-school and after school activities.
- Coordinate and set Dual Enrollment classes & Mentoring Program at the high schools.
- Recruitment of Juniors and Seniors for Dual Enrollment & Mentoring Program.
- Assist high school Juniors and Seniors with admissions & registration of Dual Enrollment.
- Assist with online registration and classes for high school Juniors and Seniors.
- Monthly mentor and mentee contacts.
- Monthly parent contacts.
- Weekly mentor meetings
- Assist mentors with Time Sheets & Time and Effort Logs.
- Conduct Mentor Orientation.
- Conduct quarterly & summer hands-on learning activities implementing robotics and other active learning tools.
- Plan, set up and conduct college visits/campus tours at SCC and other Montana colleges.
- Assist with conducting annual early childhood educational event.
- Collaborate with other community agencies in the implementation of grant activities.
- Monthly reports.
- Required to attend training in CAMP and hands-on learning activities such as MathTutor, MathMedia, Robotics, and ReadWriteThink.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's degree in education (or related field) required.
- Ability to work collaboratively in a team environment.
- Strong organizational and time management skills to handle multiple tasks and deadlines.
- Experience in administrative support and office management.
- Ability to communicate effectively orally and in writing, establish effective relationships with students, teachers, parents, and community members.

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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
- Official Transcripts
- 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 – hr@stonechild.edu Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.