

**Aaniiih Nakoda College**  
**Dean of Student Affairs**  
**Position Description**

**General Description**

This is a full-time administrative position to provide leadership, direction, support, resources, supervision, and evaluation to the various programs within the Student Services Department. The major duties include the responsibility for the planning, organizing, directing, controlling, and staffing the department. The overall responsibility includes development of a comprehensive student services department that complements and supports the Mission of the college and enriches the quality of student life. This position is supervised by the President.

- Directs and supervises the Financial Aid Office (including scholarships);
- Directs and supervises the Admissions/Registrar Office;
- Supervises the Student Support Services Program;
- Supervises the Retention Coordinator;
- Supervises the Student Success Center Coordinator;
- Supervises recruitment, student testing, retention, counseling;
- Supervises the Native American Career and Technical Education Program Director and program;
- Supervises the Student Senate;
- Coordinates the athletic programs;
- Coordinates and articulates students to four-year universities and colleges;
- Coordinates meetings with tribal, local county and state organizations related to student success;
- Supervises all graduation activities;
- Acts as the colleges' Crime and Security Officer;
- Must become familiar with the Family Educational Rights and Privacy Act, Title IV, Title IX, IPEDS, Empower, Accreditation Standards, scholarship programs;
- Will assist with the development and dissemination of student and personnel policies;
- Serve as a member of the President's Executive Team;
- Must be self-motivated and a self-starter;
- Travel in- and out-of-state is required.
- Supervises activities assigned by the President

**Qualifications**

- Master's degree required, related closely to job description
- Must have 3 years college level experience in administration
- Must have 3 years experience in a college environment or upper management
- Must have working knowledge of post-secondary education, tribal colleges, and community colleges
- Must have high quality writing skills, counseling skills, and interpersonal communication skills
- Must be sensitive to the cultural qualities and need of the students
- Must be capable of team management
- Knowledge of the people, lifeways, history, geography, and educational needs of the Fort Belknap Indian Reservation.

## **Factors**

- **Scope and Effectiveness:** The Student Services Department interacts with all other campus departments and components of the college; Student Services has a college-wide impact with all student college-experiences, such as, instructional, academic advising, the transition to 4-year colleges.
- **Supervisor Control and Contacts:** The Dean supervises full-time and part-time personnel and is directly accountable to the President. The Dean is a member and works closely with the President's Executive Team.
- **Guidelines:** Aaniiih Nakoda College Personnel Policies Manual, College Catalog, Student Services Handbook, Financial Aid Policy, Faculty Handbook, Finance Manual, Department of Education Title IV, and all local, state and federal applicable policies, laws, rules, and regulations.
- **Complexities:** The Dean of Student Affairs is responsible for having knowledge of all policies, laws, rules, regulations affecting the Student Services Department. The Dean is responsible for interpretation and dissemination.
- **Physical Demands:** The ability to work under stressful conditions, i.e., mediating problems between faculty and students; meeting reporting deadlines; mediating personnel issues, etc.

## **Salary**

Negotiated; commensurate with experience and qualifications.

## **Submit to apply**

- 1) 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. Open until filled.

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.

Revised August 26, 2021/sf/sc/mb

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