

**AANIHH NAKODA COLLEGE
POSITION DESCRIPTION**

TITLE: Project Assistant
PROGRAM: Building capacity to foster holistic student learning through community-based curriculum at the White Clay Immersion School
DEPARTMENT: White Clay Immersion School
CLASSIFICATION: Regular, Part-time, Support Staff
SUPERVISOR: Project Director, Building capacity to foster holistic student learning through community-based curriculum at the White Clay Immersion School

JOB DESCRIPTION: The project assistant will provide logistical, clerical, communication, and data management support for the project director, curriculum developer, and Nakoda language curriculum and instruction coordinator.

PERFORMANCE OBJECTIVES:

- Maintain project files;
- Gather project performance data;
- Assist with project outreach and dissemination activities;
- Communicate project information with staff, parents, partners, and community members;
- Organize community language coalition meetings;
- Assist with project reports;
- Take minutes at meetings;
- Order project supplies;
- Assist in the day-to-day operations of the project.

LENGTH OF EMPLOYMENT: Up to five years, subject to grant funding and performance evaluations

QUALIFICATIONS:

- Associate degree in a relevant field (e.g., American Indian Studies, business, communications, human services);
- Knowledge of Aaniih language and lifeways;
- Prior work experience in an educational setting;
- Excellent interpersonal and communication skills;
- Knowledge of word processing and spreadsheet computer applications;
- Self-motivated;
- Demonstrated commitment to the mission of the White Clay Immersion School and Aaniih Nakoda College;
- Ability to work effectively as part of a team.

SALARY:

According to the ANC Salary Scale, commensurate with experience and qualifications.

HOW TO APPLY:

Submit: 1) Letter of Application; 2) Current Resume; 3) Official College Transcripts; 4) 3 current letters of recommendations. Please have letters of recommendation correlate with the job you are applying for. Please send application to Aaniih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353-2607 x 3901 or visit the website www.ancollege.edu. Position open until filled. An incomplete application will not be considered.

Aaniih 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.

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