



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: Career & Technical Education Guidance Counselor
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Administrative, Level III (Exempt)
(\$38,400-\$46,400) DOE
SUPERVISION: Vice President of Operations

SUMMARY OF WORK:

Responsible for management of Career Development Center and providing career and technical education counseling and guidance for students.

DUTIES AND RESPONSIBILITIES:

1. To manage SBC Career Development Center, providing career and technical counseling and guidance within compliance of North Dakota State Career and Technical education guidelines.
2. To administer achievement, occupational, placement and diagnostic testing.
3. Assist in the provision of individual student academic/personal counseling including referrals by instructors.
4. To organize workshops and group sessions on resume writing, interviewing skills, effective job search skills, ant etc. with specific focus on TREND participants.
5. Teach the PSYC 100 First Year Learning Experience course to TREND participants.
6. Provide training in soft skills such as professionalism, financial literacy, drug and alcohol awareness (testing), family involvement, leaving home and returning home for short periods, and breaking away from dependency – becoming independent and taking care of home, family and work responsibilities to TREND participants.
7. To maintain an occupational and educational resource center within the Career Development Center.
8. To assist students with transfer procedures to four-year and graduate institutions including coordination of SBC visits by such representatives.
9. Assist with SBC’s planning and organizing SBC’s new student orientation.
10. Assist with SBC’s recruitment and retention activities.
11. To teach courses of instruction, serve on committees, and attend college functions as assigned.
12. To maintain a working relationship with community agencies and other resources available to assist SBC students.
13. To coordinate student job placement with North Dakota Job Service.
14. Must communicate effectively with others.
15. Other duties as assigned by the Vice President of Operations.
16. Provide friendly, helpful customer service to students, clients and visitors.
17. Attend all scheduled college functions and meetings as required.

18. Serve on college committees as appointed.
19. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events.)
20. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. Master's Degree in guidance and counseling, psychology, social work or closely related area required.
2. Minimum of three (3) years experience.
3. Must be certified by North Dakota State Vocational Counseling and Guidance Department.

New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. AA * EEO * M * F * B Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered