



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until filled
POSITION TITLE: Continuing Education Coordinator
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Administrative, Level III (Exempt)
(\$36,600-\$46,400) DOE
SUPERVISION: Vice President of Operations

SUMMARY OF WORK:

Position is also responsible for expanding the educational opportunities for the Standing Rock Nation. This involves expand continuing education units to include all districts on the reservation.

DUTIES AND RESPONSIBILITIES:

1. Coordinates all aspects of the continuing education department.
2. Coordinate and disseminate special training program information.
3. Work with business/industry to develop partnerships to design special training programs.
4. Insure proper documentation is maintained for special training programs.
5. Develop an annual calendar for special trainings.
6. Develop a database and other appropriate files for special trainings and enter appropriate information into Jenzabar.
7. Makes recommendations to Vice President of Operations on improving the continuing education programs.
8. Communicate effectively with others.
9. Perform tasks with very little direct supervision.
10. Attend all scheduled college functions and meetings as required.
11. Serve on college committees as appointed.
12. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
13. Perform other duties as assigned by Vice President of Operations.

QUALIFICATIONS:

1. Master's degree in Education or related field preferred, Bachelor's degree required.
2. Candidate should have experience working in higher education.
3. Candidate should possess excellent writing, public speaking and organization skills.

New hires are subject to Federal. State Tribal background checks and pre-employment drug/alcohol testing. Must be drug and alcohol free. 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