



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

## EMPLOYMENT OPPORTUNITIES

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**Closing Date:** Until Filled  
**POSITION TITLE:** Coordinator for Operations at Family Support Center  
**LOCATION:** Sitting Bull College  
Fort Yates, ND  
**SALARY:** Support Staff (BS)  
(\$15.00-\$18.46)DOE  
**SUPERVISION:** Director of Education

### SUMMARY OF WORK:

Responsible for serving as Coordinator of Operations at the Family Support Center under the direction of the Director of Education. Perform highly responsible duties requiring latitude of independent judgment with a minimum level of supervision.

### DUTIES AND RESPONSIBILITIES:

1. Performs various office administrative tasks such as preparation of correspondence, reports, and a variety of materials for reproduction.
2. Provides detailed responses to inquiries about Family Support Center building and activities and greet and help visitors.
3. Organizes and maintains all academic and grant files, course syllabi, book orders, and project accounts/budgets for all academic accounts and grants for programs in the Family Support Center building.
4. Prepares correspondence, reports and a variety of materials for reproduction and/or distribution.
5. Prepares and maintains room schedules for the Family Support Center.
6. Takes, compiles, and distributes to supervisor in a timely manner, minutes for meetings as directed by supervisor.
7. Answers phone and take messages.
8. Prepares purchase requisitions, check requests, and travel authorization for programs in the Family Support Center
9. Performs other administrative and secretarial duties as assigned by supervisor.
10. Must communicate effectively with others.
11. Other duties as assigned by the supervisor.
12. Provides friendly, helpful customer service to students, clients and visitors.
13. Attends all scheduled college functions and meetings as required.
14. Serves on college committees as appointed.
15. Promotes and participates in student and community activities. (i.e. clubs, AIHEC, cultural events.)

### QUALIFICATIONS:

1. Bachelor's Degree preferred with an Associate's degree required.
2. One to three years of experience required.
3. Computer knowledge is essential.

4. Must possess the ability to proofread.
5. Good organizational skills.
6. Knowledge of accounting and budgeting procedures.
7. Knowledge of grant application process.

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**New hires are subject to Tribal background check and pre-employment drug/alcohol testing.  
Must be drug 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**