



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: **Until Filled**
POSITION TITLE: Coordinator for Operations and Academic Affairs
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Administrative, Level II (Exempt)
(\$32,400-40,400) DOE
SUPERVISION: Vice President of Operations

SUMMARY OF WORK:

Responsible for serving as Coordinator for Vice President of Operations and Academic Affairs under the direction of the Vice President of Operations. 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 academics and acts as receptionist in greeting and helping office visitors.
3. Maintains schedules and appointments for supervisor and faculty.
4. Prepare travel arrangements for supervisor and faculty.
5. Organizes and maintains all academic and grant files, course syllabi, and project accounts for all academic accounts and grants under the Vice President of Operations and the Dean of Academics.
6. Prepares correspondence, reports and a variety of materials for reproduction and/or distribution, including the semester class schedule.
7. Prepare and maintain room schedules for the Science and Technology Center and Family Support Center.
8. Take, compile, and distribute to supervisor in a timely manner, minutes for meetings as directed by supervisor.
9. Answers phone and take messages.
10. Prepares purchase requisitions, check requests, and travel authorization for programs under the Vice President of Operations and Dean of Academics, including faculty.
11. Distribute mail for the Science and Technology Center.
12. Performs other administrative and secretarial duties as assigned by supervisor.
13. Must communicate effectively with others.
14. Other duties as assigned by the supervisor.
15. Provide friendly, helpful customer service to students, clients and visitors.
16. Attend all scheduled college functions and meetings as required.
17. Serve on college committees as appointed.
18. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events.)
19. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. Bachelor's in business preferred with an Associate's degree required.
2. Three to five year of experience required.
2. Computer knowledge is essential.
2. Must posses the ability to proofread.
3. Good organizational skills.
4. Knowledge of accounting and budgeting procedures.
5. Knowledge of grant application process.

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