



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:** Executive Coordinator to the President  
**LOCATION:** Sitting Bull College  
Fort Yates, ND  
**SALARY:** Administrative Level III  
(\$38,800-\$47,800)  
**SUPERVISION:** President

#### SUMMARY OF WORK:

- Conserves President’s time and promotes Sitting Bull College’s image by representing the President internally and externally.
- Responsible for serving as overall Executive Assistant to the President and the Board of Trustees (BOT).
- Act as the coordinator for the SBC Committees Chairs.
- Complete duties related to Resource Development fundraising.

#### DUTIES AND RESPONSIBILITIES:

1. Performs varied office administrative tasks relieving the College administrative staff of important details.
2. Perform various receptionist tasks including answering calls, taking messages, and responding accurately to questions regarding the President, the BOT, and SBC.
3. Submit proper documentation for check and purchase order requests for the President before Business Office deadline.
4. Maintain cuff accounts for the President and Board of Trustees.
5. Maintain schedules and appointments for the President; makes meeting and travel arrangements for the President and the Board of Trustees.
6. Organizes and maintains all files and records of institution that are confidential, complex and otherwise sensitive in nature and all Board actions except personnel correspondence.
7. Maintain the computer filing system for all SBC Board motions, and Resolutions.
8. Maintain a file for the SBC Charter and By-laws, updating as changes and revisions occur.
9. Maintain a filing system to assure that updated and revised copies of the SBC Strategic Plan are kept on file. Must work closely with the SBC Committee Chairs to accomplish this task.
10. Assists the President and the Board of Trustees in preparing correspondence, sometimes independently; typing a variety of materials, including reports for reproduction and distribution;
11. Acts as Executive Assistant to the Board of Trustees; takes and transcribes meeting minutes; assists in preparing the meeting agendas, sends out meeting notices, compiles materials in preparation of meeting and conducts follow up action independently.
12. Plans and coordinates the yearly Board Retreat.

**Event Coordinator Responsibilities:**

- 13. Act as the coordinator for all SBC hosted events by taking the lead to assure that events are done in a culturally appropriate and professional manner.

**Institutional Review Board Responsibilities (IRB):**

- 14. Assists with the coordination of the SBC Institutional Research Board (IRB) meetings by working closely with the Chairperson to provide needed support.

**Other Responsibilities:**

- 15. Serves as the Governance Committee recorder/liaison; responsibilities includes assuring timely and adequate reporting by the chairperson from each committee.
- 16. Performs all duties in a professional and courteous manner.
- 17. Must communicate effectively and professionally with others.
- 18. Provide friendly, helpful customer service.
- 19. Attend all scheduled college functions and meetings as required.
- 20. Serve on college committees as appointed.
- 21. Available and willing to volunteer for SBC events and activities.
- 22. Other duties as assigned by the President.

**QUALIFICATIONS:**

- 1. Bachelor’s degree in business preferred. Associate’s degree in Office Systems with three to five years experience accepted.
- 2. Computer knowledge is essential.
- 3. Must possess the ability to proof read.
- 4. Exceptional time management and organizational skills required.
- 5. Knowledge of accounting and budgeting procedures is essential.
- 6. Knowledge of the grant application process.

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**New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA \* EEO \* M \* F \* V 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.**

Effective October, 2009.  
Revised: December 9, 2009  
Revised: May 2013  
Revised July 2024