



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:** Outreach Coordinator  
**LOCATION:** Sitting Bull College  
Fort Yates, ND  
**SALARY:** Administrative, Level III (Exempt)  
(\$39,800-\$49,600)  
**SUPERVISION:** Dean of Students

### SUMMARY OF WORK:

Position is also responsible for expanding the capabilities of the outreach office and increase educational opportunities for the Standing Rock Nation, along with improving current student retention rates through effective practices.

### DUTIES AND RESPONSIBILITIES:

1. Design brochures, flyers, posters, calendars, Quarterly Newsletter and other outreach and retention activities deemed necessary for awareness of the college's outreach and retention efforts.
2. Attend outreach activities in each district.
3. Coordinate outreach program to encourage Indian elementary and secondary school students to develop the academic skills and the interest to pursue postsecondary education.
4. Develop appropriate advertising where deemed necessary for the promotion of the college.
5. Maintain master calendar of student events.
6. Maintain SBC's website and other social media accounts.
7. Maintain SBC's app on Jenzabar.
8. Respond to general correspondence and request for information.
9. Provide visitor tours and disseminate information to the general public or specific groups.
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 supervisor.

### QUALIFICATIONS:

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

Revised: April 2023

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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.**