



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date:	INTERNAL Until Filled
POSITION TITLE:	Office Manager/Sponsored Programs Officer
LOCATION:	Prairie Ecosystem Research Center (PERC) Sitting Bull College Fort Yates, ND
SALARY:	Administrative Level III (\$39,800 – \$49,600)
SUPERVISION:	Director, PERC Center

SUMMARY OF WORK: Responsible for coordinating and overseeing administrative duties at the PERC, and ensure that the office operates efficiently and smoothly. The manager will oversee the smooth implementation of all research compliance and training tasks of the center in their capacity as sponsored officer. They will serve as the as the community liaison and outreach person for the center. Other duties will include greeting visitors, managing office supplies, overseeing budgets, and supporting personnel with administrative tasks like scheduling meetings.

DUTIES AND RESPONSIBILITIES:

1. Oversee, coordinate, and support all administrative duties in the office and ensure that office is operating smoothly
2. Coordinate and manage all research compliance and training responsibilities at PERC as compliance officer.
3. Serve as community liaison and outreach person to the public for the center
4. Promote SBC and the PERC center in the community.
5. Maintain the PERC webpage, create a newsletter for PERC, and produce various reports as required by administration.
6. Assist PERC research personnel with training module implementation
7. Manage office supplies inventory and place orders as necessary
8. Manage office budget
9. Identify opportunities for process and office management improvements, and design and implement new systems
10. Perform receptionist duties: greet visitors, and answer and direct phone calls
11. Receive and sort incoming mail and deliveries, and manage outgoing mail
12. Develop office policies and procedures, and ensure they are implemented appropriately
13. Assist with office layout planning and office moves, and with managing and maintaining IT infrastructure
14. Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
15. Take part in program advisory committee meetings.
16. Must communicate effectively with others.
17. Perform other duties as assigned by PERC Director and VP of Operations.
18. Provide friendly, helpful customer service to students, clients and visitors.
19. Attend all scheduled college functions and meetings as required.

20. Serve on assigned SBC committees.
21. Promote and participate in student and community activities.
22. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. MS in Environmental Science or MBA in a management area preferred or BS in business with 5 years project management experience will be considered.
2. Experience and knowledge in research and general grant management will be ideal.
3. A willingness to work with federal and tribal programs.
4. Experience and a willingness to work with tribal communities and have an understanding of tribal norms.
5. Good organizational and communication skills.

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

Please submit: Cover letter, resume, official transcripts, 3 current reference letters signed and dated (1 from recent 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.