



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: Peer Mentor Program/ Dual Credit Manager
LOCATION: Student Support Services
Sitting Bull College
Fort Yates, ND 58538
SALARY: Administrative – Level IV
(\$43,400-\$52,400)
SUPERVISION: Dean of Students

SUMMARY OF WORK:

Responsible for day-to-day operations, implementation, and administration of SBC's Peer Mentorship Program and Dual Credit Program. The goal of the Peer Mentorship Program is to assist our incoming students in their transition to Sitting Bull College by becoming effectively integrated into the school, faculty and campus as a whole, to develop a support network with peers in their program of study to create a sense of belonging and purpose, and to help build the necessary skills to become independent and life-long learners. The position coordinates the recruitment, registration, and retention of high school students taking college courses through Sitting Bull College. This individual maintains appropriate lines of communication with local high schools and provides the necessary support for high school students to be successful in their course work and will provide transition guidance to those students who want to continue at SBC after high school graduation.

DUTIES AND RESPONSIBILITIES:

1. Recruit, interview, screen, and enroll students to be Mentors and Mentees.
2. Recruit students by making presentations, flyers, surveys, and through faculty and staff referrals.
3. Interview students and help fill out required paperwork for the program
4. Make and support matches between mentors and mentees.
5. Conduct introductory meetings between the mentors and mentees.
6. Provide follow up communication, training, support and problem solving to mentors and mentees throughout the relationship.
7. Serve as the principle point of contact (i.e., communication) between local high schools, students, and Sitting Bull College faculty, staff and Administration.
8. Creates updates, and maintains all policies and procedures related to the Peer Mentorship and Dual Credit Programs including handbooks.
9. Communicates with local high schools and prospective students about placement testing requirements and payment responsibility for dual credit and dual enrollment.
10. Coordinate and Schedule dual credit enrollment events, such as Accuplacer Testing, and Student Registration.
11. Assist in the guidance and registration of dual credit and dual enrollment students.

12. Coordinates the orientation for new students entering the dual credit program, ensuring that they understand college-level expectations as well as technology needs.
13. Teach Psych 100 Online Course (First Year Learning)

QUALIFICATIONS:

1. Bachelor's Degree in Education or related field required.
2. Must have excellent interpersonal skills as well as the ability to interact with and motivate people of all ages.
3. Must have excellent organizational skills
4. Effective oral and written communication skills
5. Must be able to work independently and proactively.
6. Driver's License required.

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